ᑭᓱᓕᕆᔨ ᐃᓚᐃᑦ ᑲᑎᕋᖅᑎᑦᓯᒃᑯᑦ
Kivalliq Inuit Association
ᑎᑎᖅᑲᖏᕐᓴᖅ/P.O. Box 340, ᑲᖏᑎᖅᓯᓂᖅ/Rankin Inlet, ᓄᓇᕗᑦ/Nunavut X0C 0G0
ᐅᖅᓗᑕ/Tel: (867) 645-5725 ᓴᖅᑲᐅᑦ/Fax: (867) 645-2348/645-2355ᐊᑭᖅᖢᑎᑐᑎᑦToll free: 1-800-220-6581

EMPLOYMENT OPPORTUNITY

Executive Assistant to the President

Six (6) month term

The Kivalliq Inuit Association is currently recruiting an Executive Assistant to the President for a **six (6) month term.** The Executive Assistant to the President provides senior administrative support for the Kivalliq Inuit Association's President.

Reporting directly to the President, the Executive Assistant will be responsible for providing political support and advice, while maintaining the overall management of the President's Office. The Executive Assistant will communicate with the Chief Operating Officer and department heads of the organization, manage all correspondence for the President, and prepare and participate in all Executive, Board and AGM meetings.

Knowledge, skills, and abilities

The ideal candidate should have knowledge and understanding of the vision and principles that guide Kivalliq Inuit Association, with an understanding of Inuit culture, social and economic situations. Knowledge and understanding of the Nunavut Agreement as it pertains to the KIA obligations. Operational and administrative management experience including working with multiple departments. Experience working with Boards and/or senior level committees, knowledge of Financial Management, and Corporate Governance. The Executive Assistant will demonstrate team leadership, consensus building and conflict resolution techniques. Excellent organizational skills and the ability to multitask in a demanding environment will be required. Strong written and verbal communication, facilitation, and presentation skills, with proficiency in Microsoft Office applications. English is essential. Fluency in Inuktitut is a strong asset.

Starting Salary is commensurate with qualifications and experience with an additional **$24,000** per annum, for Northern and Housing Allowance. Kivalliq Inuit Association offers a comprehensive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located in Rankin Inlet, NU and Housing is not available.

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE: April 16th, 2021 AT 5:00 PM CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca |Phone: Toll free 1-800-220-6581 or 867-645-5765