Kivalliq Inuit Association
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ᑎᑎᖅᑲᖅᑲᖅᕕᖓ P.O. Box 340
ᑲᖏᖅᓱᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
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EMPLOYMENT OPPORTUNITY

Community Liaison Officer (CLO)- Arviat

Under the direction of KIA Director, Governance and Community Liaison, the CLO will act as the primary contact for KIA and NTI in program administration and delivery. The CLO is primarily an administration position based at the community level to ensure that Inuit in the communities benefit from the implementation of the Nunavut Land Claims Agreement (NLCA) through KIA and NTI programs.

Among other duties, the CLO will be responsible for the administration and processing of beneficiary enrolment within Arviat, support Community Land and Resource Committee (CLARC) activities and support the communications activities of the KIA and NTI.

The incumbent must have:

- Time management skills
- Project management skills
- Administration Skills
- Inuktitut and English communications skills
- Inter-personal/organizational skills
- Writing skills
- Computer skills
- Community knowledge
- NLCA knowledge

Starting salary is $58,184.00 commensurate with qualifications and experience with an additional $24,000 per annum, of Northern and Housing Allowance. Kivalliq Inuit Association provides a competitive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located in Arviat, NU and Housing is not available.

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

CLOSING DATE: FEBRUARY 23, 2024 at 11:59 P.M 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