This position is located in Iqaluit, Nunavut

Assistant Director of Communications

Under the direction of the Director of Communications, you will prepare and implement internal communications plans, procedures and systems to ensure effective communication within and between Nunavut Tunngavik Inc. departments, offices and organizational levels. You will also prepare and implement external communications plans, programs and materials to inform and educate the Inuit of Nunavut, government, outside agencies and the public at large on the content and meaning of the Nunavut Land Claims Agreement (NLCA), and on the accomplishments, activities and programs of Nunavut Tunngavik Inc.

Qualifications include knowledge of production of the production requirements in a variety of media, experience in managing communications functions within a diverse organization. Effective oral and written communications skills and proven skills in motivating and managing staff and contractors as well as proven ability to deal with simultaneously multiple files. Thorough knowledge of the Nunavut Land Claims Agreement, Nunavut Tunngavik Inc.’s mission, programs and activities. You must possess excellent computer skills and strong presentation and writing skills. Oral and written fluency in English and Inuktut or Inuinnaqtun is required.

CLOSING DATE:
OCTOBER 9, 2009

For a full description of this position, please contact:
Manager, Human Resources
Nunavut Tunngavik Inc.
P.O. Box 280
Rankin Inlet, NU XOC 0G0
Tel: (867) 645-5411
Fax: (867) 645-3872
Email: daautut@tunngavik.com

www.tunngavik.com