



Assistant Director of Communications
Nunavut Tunngavik Incorporated (NTI)
Iqaluit, NU

Under the direction of the Director of Communications, the Assistant Director of Communications will lead NTI's operational communications projects and activities. You will be responsible for production of the monthly Naniiliqpita newsletter, NTI's annual report, the annual State of Inuit Culture and Society and planning and commemorating special days and activities such as Nunavut Day. Operational communications include ensuring Inuit know the programs and services available to them, maintaining the organization's web site and social media. The Assistant Director manages all Communications staff and freelance staff during the NTI Board of Directors and the affiliate meetings as well as ensuring the quality of NTI communications in Inuktitut, Inuinnaqtun and English. The incumbent will participate in Information Technology of NTI, to ensure that NTI leaders and staff are supported by technology, through remote access, digital information management and conferencing.

Qualifications include; University degree or college diploma in a communications-related field of study, or equivalent with a minimum of two years' experience in managing staff and a minimum of two years' experience in a professional communications position. Potential candidates will have Purchasing or procurement experience and financial and budget management experience. Other skills and abilities important to the job are:

- Thorough knowledge of the *Nunavut Agreement*.
- Team player, self-motivated and self-directed.
- Program management experience is essential.
- Ability to analyze and interpret policy, legislation and regulations.
- Superior oral and written communications skills.
- Ability to speak Inuktitut or Inuinnaqtun, or willingness to learn, is a requirement
- Effective presentation skills in a variety of means and various audiences.
- Ability to work collaboratively with a variety of individuals and groups, both in government, non-government organizations and Inuit.
- Sensitive to local, political and cultural issues and aspirations.
- Understanding of community needs in Nunavut.
- Cross cultural awareness and experience.
- Excellent computer skills.
- Ability to multi-task.
- Attention to detail.

Starting salary is \$92,745 per annum (commensurate with experience) with \$24,000 Northern and Housing allowance per annum and a comprehensive benefit package including an employee pension plan, group insurance and vacation travel assistance.

For a full copy of the Job Description, please contact;

Human Resources
Nunavut Tunngavik Inc.
P.O. Box 280
Rankin Inlet, NU

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Fax: (867) 645-3872
E-Mail: ntihr@tunngavik.com

CLOSING DATE: June 26, 2020

Our Mission: Inuit economic, social and cultural well-being through implementation of the Nunavut Agreement.