

Communications Administrative Coordinator Nunavut Tunngavik Inc. Iqaluit, NU

Under the direction of the Director of Communications, you will be the main point of contact for requests for information from the public, and to provide logistical support and event planning skills to the organization during public events and all meetings. You will also be responsible for coordinating and developing material, including newsletters, manage distribution of material and staging of events. You will also perform other duties, which includes coordination of production of promotional items, carry out duties for Board meetings and annual general meetings, as well as coordination of shipping sound equipment. You will also process invoices for payment, complete purchase order and maintain them in SharePoint.

This position requires an individual with the ability to manage several projects, productions and events at the same time, while coordinating material development, distribution, and staging of events. Extensive knowledge in Microsoft office, including SharePoint are required.

Incumbent must have excellent spoken and written Inuktitut/
Inuinnaqtun language is desirable and the willingness to learn is required.
Proven ability to handle competing deadlines with the ability to multitask.
Preference will be given to Inuit enrolled under the *Nunavut Agreement*.

NUNAVUT TUNNGAVIK INCORPORATED

Starting salary is \$50,978.00 per annum (commensurate with experience) with \$24,000.00 Northern and Housing allowance 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 Tel: (867) 645-5440 Nunavut Tunngavik Inc. Fax: (867) 645-3872

P.O. Box 280 E-Mail: NTIHR@tunngavik.com

Rankin Inlet, NU

CLOSING DATE: September 17, 2021

HOUSING IS NOT AVAILABLE

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