

# COMMUNITY LIAISON OFFICER

**Department:** Secretariat

**Term:** Temporary Full-Time (Maternity Leave)

**Community:** Hopedale

**Closing:** December 12, 2024

## Responsibilities:

- Provide information and explain NG activities.
- Conduct surveys and background research as required.
- Coordinate services for community meetings, such as facility, accommodations, transportation, refreshments, handouts and ensure meetings run effectively.
- Submit monthly activity reports and communicates issues updates.
- Assist with membership applications and Membership Committees by providing administrative and clerical support.

## Qualifications:

- High School Graduation with work experience in a related field.
- Good written and oral communication skills.
- Computer literacy with knowledge of Microsoft Office Suite.

## Assets:

- Bilingual in Inuktitut and English.

## Benefits:

- 4% vacation pay with the option to accrue.
- Paid sick leave.

## Contact:

[careers@nunatsiavut.com](mailto:careers@nunatsiavut.com)

Applications should be forwarded before 4:30pm on closing day.

# NUNALIUJUNI KIGGATUT-TIULUNI SULIAKATTISAK

**suliaKapvik:** Nunatsiavut Aulatsivinga

**Kanga:** SuliaKatsainaluni Ilonnanginnik

**Nani:** Hopedale-imi

**killilipvinga:** December 12, 2024

## kamagijatsat:

- PitaKatitsiKattaluni Kaujimagatsaujunik, tukisititsiKattalunilu NG-kut sugalausigijanginnik.
- Kaujisatiugialik piusiusimalittunillu KimigguKattaluni pigiaKaliguni.
- Aulatsisongulluni ikajosiujuunik nunaliujuni katimajuK-  
agiaKalippat, sollu initsaugajattunik, tujummiuvitsanik,  
ingikautitsanik, nigigalagatsanik, katimajuKanningani  
atugatsajunik, kamatsialunilu katimaKatigenniujuut ingiKa-  
siannitsanginnik.
- ÂtsiKattasongulluni takKi tamât sugalausigisimajangata  
Kaujitsiutinginnik Kaujimajautitsisongulluni isumâlotau-  
simajuit kamagijausimanninginnik.
- IkajuKattalunilu ilaliugutiliujuut Kinugautinginnik Ilaliuguti-  
linnik kamajuullutik katimajujuunik aulatsiKatauKattaluni  
allaKutiujunillu kamaKataullunilu.

## Ilisimausigigialingit:

- IlinniagesimagiaKammijuk, suliaKasimalluni tamatsumunga.
- atjigalanganik.AllasiasonguniKalluni,  
uKâlaKatiKatsiasongullunilu.
- Kagitaujanik Microsoft-inik atusongugiaKammijuk.

## Ikajuttauvalliutigigajattanga:

- UKâlasongulluni allasongullunilu Inuttitut Kablunâtitullu.

## Ikajuttaugotet:

- 4% -timik nukKangaviujuni pigiaKaguni  
ikajuttaugutiKalluni pitjutilimmik kenaujaliunnet  
akittugiannimik.
- Kanimaliguni suliaKagani akilittutaulluni.

## Kaujisallutit:

[careers@nunatsiavut.com](mailto:careers@nunatsiavut.com)

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.