



AULLÂSIMAPVET PROGRAM ADMINISTRATOR

Department: Language, Culture & Tourism

Term: Temporary Full-Time (3 years)

Community: Nain

Closing: April 17, 2025

Responsibilities:

- Responsible for administration of delivery of community Aullâsimapvet programming, as directed by the Coordinator.
- Liaise with community members in facilitating program delivery and training opportunities.
- Responsible for administration and delivery of Harvester Support Program initiatives such as: Gas/Lube Voucher Program; Ammunition Voucher Program; Community Freezer Program (community caribou distribution); Safety Equipment Program; Accessibility Infrastructure Program; Assist other departmental programming with HSP and Cultural Program supports when possible.
- Initiative to promote community participation in programming connected to Aullâsimapvet and Harvester Support Programming.
- Gather information that is captured by families and provide it internally to NG for further distribution.
- Observed environmental changes, wildlife, etc.
- Training as required.
- Travel as required.
- Assist with administering of evaluations of the program to enable improvements.
- Other duties as required.

Qualifications:

- Certificate in Program Administration with 1-2 years of related experience. Combination of relevant education and/or experience will be considered.
- Knowledge of Inuit Culture, Language and Inuit Communities.
- Demonstrate good oral, interpersonal, written communication and organizational skills.
- Working knowledge of MS Word/Excel/Windows.
- Experience in working with office equipment.
- Experience in Project Management.
- Work as a member of a team.
- Work independently with minimal supervision.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

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

Contact:

careers@nunatsiavut.com

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

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

AULLÂSIMAPVET IKAJOSIUJUNIK AULATSII

suliaKapvik: SuliaKapvinga UKausiligijet, IlukKusiligijet Niuggutuligijellu

Kanga: Akuniulungitumi Ilonnainik SitontiKalluni

Nani: Nain

killilipvinga: Âprel 17, 2025

kamagijatsat:

- Aulatsigunnagialik sakKititsigiamik nunalinni Aullâsimapvet ikajosinik, aulatausimanniminut Aulatsijimmut.
- KaujitsisiaKattaluni nunalimminiunut aulatsigiamut ikajosinik sakKiningani ilinnianimmut pivitsaKattilugit.
- kamagialik aulatsigiamut sakKititsilunilu katitsuijet Ikajutjilunilu ikajosinganut piusitsaugialinnik ukuninga.
- Utsualuttâgunnagiamut/Lopittâgunnagiamut Ikajosik; Sakkutâgunnagiamut Ikajosik; Nunalet Kuateveingani Ikajosik (nunalinni tuttunik aittutuinnik); Kanuittailinimmut Pi-Kutinut Ikajosik; PiviKagiamut Nunatsaugajattunik Ikajosik; Ikajulluni asingit suliansanik ikajosiujunik HSP-kuni ammalu IlukKusiliginimmut Suliatsanut ikajuttaujuKagiaKappat.
- Piusitsaugialinnik ilitagijautitsiluni nunalinnut ilauKataugiamut ikajosinik ilingatillugit Allâsimapvet amma katitsuijet Ikajutjilunilu ikajosinginnut.
- katitsuiluni Kaujisattausimajuit tigollatausimajunik ilagenut tunitjilunilu iluani Nk-kkunut sakKititauniammata.
- Kimiggutausimajuit avatinik asiangomititaujunik, omajuit, asingillu.
- IlinniasimanniKagialet.
- IngiggaKattagiaKalluni pikKujauguni.
- IkajuKattaluni aulatsigiamik kamausiujuunik ikajosimmik piusivalliagunnagiamut.
- Asinginnilu suliajiaugialinnik.

Ilisimausigigialingit:

- IlisimausiKalluni nalunaikkutamik IkajotiniK Aulatsijunimmut maggonik pingasunillonet jârini suliaKasimanniKalluni. katingatillugik atjigalanganik ilinnianiKasimalluni amma/ubvalu suliaKasimanniKalluni isumâlotigijaulualâttut.
- IlisimautiKalluni Inuit IlukKusinginnik, UKausinik Inuillu Nunanginnik.
- Takujauttisilluni Kimiggusiasongujutsalu amma suliaKapvimi aulatsiasongullunilu.
- SuliaKatsiaKattaluni Kagitaujagigut taijak MS Word/Excel/Windows.
- Ilisimalluni suliansanik suliaKapviup atugialinginnik.
- Ilisimalluni Suliatsanik Aulatsigunnagiamut.
- SuliaKatsiaKattaluni.
- Imminik suliaKatsiasongulluni.

Suliatsatâgutaugunnatut:

- Tamâgitigut Inuttit Kallunâtitullu uKâlasonguguni.

Ikajuttaugotet:

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

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.