

AULLÂSIMAPVET PROGRAM ADMINISTRATOR

Department: Language, Culture & Tourism

Term: Temporary Full-Time (3 years)

Community: Rigolet

Closing: April 16, 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.

AULLÂSIMAPVET IKAJOSIUJUNIK AULATSII

suliaKapvik: SuliaKapvinga UKausiligijet, IlukKusiligijet Niuggutuligijellu

Kanga: Akuniulungitumi Ilonnainik SitontiKalluni

Nani: Rigolet

killilipvinga: Âprel 16, 2025

kamagijatsat:

- Aulatsigunnagialik sakKititsigiamik nunalinni Aullâsimapvet ikajosinik, aulatausimanniminut Aulatsijimmut.
- KaujitsisiaKattaluni nunaliminiunut aulatsigiamut ikajosinik sakKiningani ilinnianimmut pivitsaKattilugit.
- kamagialik aulatsigiamut sakKititsilunilu katitsuijet Ikajutjilunilu ikajosinganut piusitsaugialinnik ukuninga.
- Utsualuttâgunnagiamut/Lopittâgunnagiamut Ikajosik; Sakkutâgunnagiamut Ikajosik; Nunalet Kuateveingani Ika-josik (nunalinni tutunuk 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 kamausiujunik 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 Kagitaujagigatigut taijak MS Word/Excel/Windows.
- Ilisimalluni suliansanik suliaKapviup atugialinginnik.
- Ilisimalluni Suliatsanik Aulatsigunnagiamut.
- SuliaKatsiaKattaluni.
- Imminik suliaKatsiasongulluni.

Suliatsatâgutaugunnatut:

- Tamâgitigut Inuttitit Kallunâtitullu uKâlasonguguni.

Ikajuttaugotet:

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

Kaujisaallutit:

careers@nunatsiavut.com

Ottugatet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.