

COMMUNICATIONS MANAGER

Department: Secretariat

Term: Permanent Full-Time

Community: Nunatsiavut(Nain, Hopedale, Postville, Makkovik, Rigolet)/Happy Valley-Goose Bay

Closing: July 16, 2025

Responsibilities:

- Overseeing website and social media management: Including content updates, ensuring timely and relevant posts, and engaging with the community through various platforms.
- Drafting, editing, and reviewing reports and other materials: Ensuring accuracy, clarity, and consistency in all communications.
- Assisting with media relations: Drafting and editing media releases, compiling traditional media pitch lists, and coordinating media outreach efforts.
- Serving as a primary media contact: Responding to media inquiries, arranging interviews, and maintaining positive relationships with journalists and media outlets.
- Monitoring media and managing media relations: Keeping track of media coverage, addressing any issues that arise, and proactively managing the public image of the Nunatsiavut Government.
- Implementing communications strategies: Assisting with, developing and executing public campaigns, organizing community events, and ensuring alignment with organizational goals.
- Monitoring Nunatsiavut Governments current work/ program and determining if they should be externally or internally promoted.
- Supervising staff: Overseeing the work of Community Liaison Officers and Social Media Specialist, providing guidance, support, and performance feedback. In the absence of the Director of Communications, overseeing Nunatsiavut Government's Visual Design Center and staff.
- Travel as required
- Other related duties as required.

Qualifications:

- Bachelor's degree in communications, marketing, public relations, journalism or related field, or a combination of experience and education.
- 5 - 10 years of experience in media relations and digital media strategies.
- Proven experience writing and editing for print, web and social media.
- Excellent interpersonal and communications skills.
- Effective time management, and ability to manage multiple projects/tasks concurrently.
- High level of attention to detail and accuracy.
- Proficient in MS Office; familiarity with design software (e.g., Photoshop, InDesign, Illustrator) and content management systems is a plus.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

Contact:

careers@nunatsiavut.com

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

KAUISATTISIJITSAULUNI AULATSIJITSAK

suliaKapvik: SuliaKapvinga Tilijaumajuit

Kanga: SuliaKainnaluni Ilonnanginni Sitontini

Nani: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)/Happy Valley-Goose Bay

killilipvinga: Joli 16, 2025

kamagijatsat:

- kamasongulluni Kagitaujatigut amma Inunnut KaujitsiKat-luni aulatsijiulluni: Ilagillugit ilumiutagijangit kamagi-jausimanninginnik, nalautsitillugit upaluminagit amma atjigalanganik Kinuagijaujop sakKititsisongulluni, amma ilauKataugiamut nunaliujunut malillugit atjigengituit Kagi-taujanut ingiggausigalait;
- SakKititsiluni, âkKegialluni, amma Kimiggulugit Kaujisau-tiliuttausimajuit amma asingit allaKutellu: nalautsititsiaKul-lugit, tukisinatsiaKullugit amma kajusikKulugit uKâlaKatige-nikkut;
- IkajutsiKattaluni sollu nâlautitigut ubvalu Kagitaujatigut: Allanik allaKutitsamik amma âkKisuinik allatausimajunik Kaujisautitsanik, katitsuinik ilusittuKattuit Kaujisautitsanik suligijaugialinnik pijagettauKâtinnagu allagak, amma aulat-siluni Kaujisautet ikajuttaugiaKajunut pigunnausimmitut;
- Aulatsijiulluni kamagijauluagiaKanninik nâlautitigut fon-niutausongugialinnut: kiuttatiusongulluni nâlautitigut Kauji-sattaugialinnut, âkKisuitsiaKattaluni katingaKataugutitsanik takunnâlugit, amma tigumialluni piujumik PiKatigegusiKat-siasongulluni allatinut Kaujisautiligijinut amma nâlautiligi-jinut, fonnikut, takKajâtigut, allaljusiatigullonet
- KaujisanniKalutik nâlautitigut amma aulatsilutik nâlautitik-kotitauKattatunik: Malikatallugit nâlautitigut unikkausiliut-tauKattatuit, Kimiggunikkut sunatuinnanik apomautauKat-tatunik, amma aulataugutinginnik aulatsiluni sakkijâttunut Inunnut pitjutillinnut Nunatsiavut kavamanganut;
- AtuttauliaKititsilunilu uKâlausitigut pivalliatitsinikkut: Ikajutsiluni ukuninga, sakKititsiluni amma pigiatitsititsiluni Inunnut tukisimautesanik, atuinnguttinikkut nunaliujuit sugalannisanginnik, amma nalatsitillugit âkKisiattautisima-tillugit katitjiKatigetsiatillugit tugâgutingit
- KaujisanniKatlutik Nunatsiavut kavamangata suliat-sanginik/suliangujuik amma isumatsasiugutigillugit suliaKapvi-mengitutsaumangât ubvalu suliaKapvimettusaumangât Kaujimajaunnimut

Ilisimausigigialingit:

- Ilinniavitsuamit ilisimanniKagialik nalunaikkutaKallunillonet aulatsinimmik, Kaujisautiliginnimmik, lonnainik kamasongu-giamut, allasongugiamut atjigalanginillonet;
- Tallimani – Senanillonet suliaKasimanniKalluni Kaujisautilig-inimmik Kagitaujattigut atugunnaunilu;
- SakKijâtumik alakkasâjaKalluni ilisimannigijamminik allasiat-soninimminik amma Kimiggutiusongulluni allatausimajunik Kallunâtitut, Kagitaujatigut amma Kauisautitigut;
- Piujummagimmik inositsiagittoluni amma uKâlaKatika-songulluni ilisimannimigut;
- SuliaKatsiasongulluni sitontiliujamminik, amma ununnisan-ik suliat-sanik pijagesongulluni atautsikottillugit;
- Puttunippâmik kamagitsialugit Kaujisattaumajunik sulit-siaKullugit;
- Atusongujutsak Kagittaujattigut atujauKattatunik (sollu: Photoshop, InDesign, Illustrator) pillagittumillu âkKisuitsian-immik

Suliat-satâgutaugunnatut:

- UKâlasongujutsak Inuktitut Kallunâtitullu.

kamagijatsat:

- kamalluni suliaKattinik: kamasongulluni suliajijaujunik Nunalinni angajukKauKatigenik Kagitaujaligijellu, kamasongulluni tiliaugutininik, ikajuttiuluni, sakKititaujunik kiugusinginik. Iningani Aulatsijiup Kaujisautiligijini, kamasongulluni Nunavut kavamaup Atuagaliuttet katimapvingani suliaKatinginnilu;
- AullaKattaluni pigiaKaliguni
- Asinginnik suliaSaujunik suliaKagiaKaguni suliaKaKattaluni

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni.
- Namutuinnak aigalannimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinimmi amma kigutiligijaunnimi.
- katingautik utittitaugutik InutuKaunimmut.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliaSasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatingegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliaSasiugutimillonnet ottugannimi.