

# RESOURCE DEVELOPMENT MANAGER

**Department:** Education & Economic Development

**Term:** Permanent Full-Time

**Community:** Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)

**Closing:** June 8, 2026

## Responsibilities:

- Review, create and maintain an inventory of all current and past student resources and teacher guides used in Nunatsiavut schools
- Stay up to date and understand current curriculum used by the NL Schools in Nunatsiavut schools and identify opportunities for new Inuit-specific resources
- Work alongside the current Resource Developer (Mint Brook Hill Ltd.) to understand development process for curriculum-based resources including:
  - Help create project parameters and budgets
  - Assist with creation of instructional design
  - Identify content teams based on the specific needs of each project
  - Give input on physical design
- Oversee project development, budgets and schedules
- Identify writers, illustrators, photographers, reviewers, copyeditors, designers, formatters, and printer options for each project
- Work with project team to bring project vision to life by ensuring:
  - Content is appropriate (topic/grade level) and accurate
  - Instructional design is being followed
  - Project specs are being followed
  - Feedback is integrated
  - Augmenting writing where necessary
  - Reviewing and responding to multiple pass pages
- Oversee photo research, art and photo logs, and permissions process

## Qualifications:

- Undergraduate degree with specialization in education, curriculum development, graphic design, publishing, or other related area with 5-10 years working experience and/or equivalent combination of education and experience.
- Strong organizational, time management and resolution skills
- Ability to perform duties under minimal supervision in a fast-paced work environment
- Ability to work with staff, membership, external agencies on the Division's behalf
- Proficient computer skills including: Microsoft Word, Excel, and PowerPoint with the ability to master new software applications easily.
- Knowledge of the Labrador Inuit culture, language and northern communities

## Assets:

- Bilingual in Inuktitut and English

## Responsibilities:

- Maintain photo repository
- Develop a plan for on-going professional learning for staff
- Training and in-servicing as required
- Travel as required
- Other related duties as required

## Benefits:

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

## Contact:

[careers@nunatsiavut.com](mailto: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.

# PIVIANATTULIGIJET PIVALLIATITSIG- ASUANNIMI ANGAJUKKÂK

**SuliaKapvinga:** Ilinniattuligijet & kenaujatigut Pivalliatitsijet

**SuliaKautigigialingit:** SuliaKainnaluni Ilonnainik SitontikKalluni

**Nani:** Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)

**killilipvinga:** Joni 8, 2026

## kamagijatsat:

- KimigguKattaluni, sakKitillugit atuinnaguttigiKattalunilu kititsininginnik mânnaujuk amma taitsumani ilinniajunut pivalliagutinik ilinniatsijinnulu maligatsanik atuttauKattatunik Nunatsiavummi ilinniavini
- ÂkKigiaKattalugit tukisillugillu ullumiujut ikajuttaugutinginnik atuttauKattajunik NL Ilinniavinginni Nunatsiavummi ilinnia-vinginni amma nalunaillugit pivitsaujunik nutât Inunnut-pilu-attumik pivalliagutinik
- SuliaKatiKaKattaluni ullumiujut Pivianattuligijet Pivalliatitsigasuannimi (Mint Brook Hill Ltd-imi) tukisigasullugit pivalliataugutinut kamagijaugusinginni ikajuttaugutinginnut pivalliagutinik ilautillugit:
  - IkajuKattaluni sakKititsigiamik suliatsanut piusiugialinik amma kenaujatsanik
  - IkajuKattaluni sakKititsigiamut maligatsait ilusitsanik
  - Nalunaitsilugit ilumiutait iligenik pitjutigillugit nalunaitti-tausimajunut pitâgijaugialinginnik ilonnanginni suliatsaujunik
  - IkajutsiKattaluni ilusitsanik
- kamatsiaKattaluni suliatsait pivalliataugutinginnik, kenaujatsanik amma ilagiagutinik
- Nalunaillugit allatinik, atjinguaiuttet, atjiliugijet, Kimiggutet, allatausimajunik âkKisuijet, sananguatet, atuinnaguttisijet, alakkasâjanillu unuttotitsinik pivitsait ilonnâgut suliatsaujunut
- SuliaKatiKaKattaluni suliatsanut suliaKattinik suliatsaup tugâgutiugajattunik kamatsianiKagiaKalluni ukuninga:
  - Ilumiutait malitsiagasuallugit (pitjutigijaujut/ilinniatitsinikkut) amma suliatsiaKullugit
  - Ilusitsaup maligatsanga malittausiammangât
  - Suliatsait sunagalangit malittausiammangâta
  - UKautausimajut suliaKattiujunut kamaKatigellutik
  - Pivalliagasualluni allagiamut pigiaKajuKappat
  - KimigguKattaluni amma kiuKattaluni amisunik atuattaugialinnik

## Ilisimausigigialingit:

- NalunaikkutaKalluni puttunitsamik ilinniasimanimmint kamajugiamut ilinnianimmik, ikajuttaugutingit Inuit ilinni-atitsijinginnut, atuagaliunnimik, sakKititsinimmik, upvalu asinginnik suaKaKattaluni tallimanik-senaniionet suliaKasimalluni tamakkuninga ilingajunik amma/upvalu asinginnik ilinniatausimajumik amma suliaKasimalluni.
- Songujumik âkKisuisimatsiajutsak, suliaKanniminik amma angitiKatigetsianimmik kamatsianiKalluni
- Imminik suliaKasongulluni tuavittumik pikatagiaKaliguni suliaKapvimi
- SuliaKatiKatsiasongulluni suliaKattinik, kiggatuttinik, suliaKapvimengitunut ikajuttinik suliaKapvimi pilluni
- Pilluamagiulluni Kagitaujaligiamut ilautillugit ukuninga: Microsoft Word, Excel, amma PowerPoint pisonguniKalluni ilisagasongunnimik atugiamik asinginnik nutânik Kagitaujanik.
- IlisimautiKalluni Labradorimi Inuit ilukKusinginnik, uKausituKanginnik tagganilu nunalet nunaninginnik

## Ilisimausigigialingit

- UKâlagunalluni Inuktitut Kablunângajuttitullu.

## kamagijatsat:

- kamasongulluni atjinguallittausimajunik Kimiggunimmut, sananguataumajunik atjinguanillu katitsutaumajut, amma Kinugautinut kamagijauguset
- PiulimatsisiaKattaluni atjinguat tigumiattaunuk
- PannaiKattaluni suliajijaunginnatunik ilinniagatsanik suliaKattinut
- IlinniagiaKaliguni ilinniaKarttaluni ilinniataugialinnik amma katimanikkut ilinniaKatauKattaluni pigiaKaguni suliaKapvini
- AullagiaKaguni aullaKattaluni
- Asingit suliaisait suliajiasongullugit pigiaKatuaguni

## Ikajuttaugotet:

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

## Kaujisallutit:

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

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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