

ILLUSUAK CULTURAL CENTRE COORDINATOR

Department: Language, Culture & Tourism

Term: Permanent Full-time

Community: Nain

Closing: June 30, 2026

Responsibilities:

- Work a flexible schedule including evenings and weekends to open the Illusuak for programming, events, and cruise ship visits.
- Staff the Reservation desk and greet visitors, answer and direct phone calls and emails, and monitor the number of visitors entering and leaving the building.
- Coordinate community rentals of the Illusuak space.
- Assist with program planning and program delivery in the Illusuak.
- Assist with developing and hosting travelling Illusuak programming/exhibits in other Labrador Inuit Communities.
- Assist with the delivery of the marketing and promotion strategy (i.e. assist with community consultations).
- Assist with the development of written reports, presentations and communications, and the filing of those documents, as required.
- Assist the Illusuak Manager with tourist visits as needed.
- Assist with annual janitorial and office supplies order.
- Participate in training opportunities that contribute to professional growth.
- Travel as required.
- Other duties as required.

Qualifications:

- High school diploma and 2 years of related experience.
- Understanding of Labrador Inuit culture and of the five Inuit communities;
- Ability to work independently and as a part of a team.
- Ability to assume responsibility (i.e. Act in Illusuak Cultural Manager's place for any absences from work).
- Excellent communication and interpersonal skills.
- Excellent written and analytical skills including report and proposal writing.
- Excellent computer skills (Microsoft Word; Microsoft Excel).

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.

ILLUSUAK PIUSITUKAIT KATIN- GAVINGANI ANGAJUKKÂSAK

SuliaKapvinga: UKausiligijet, IlukKusiligijet, Niuggutuligijellu

Kanga: SuliatsaKainnaluni

Nani: Nainimi

killilipvinga: Joni 30, 2026

kamagijatsat:

- SuliaKaKattaluni Kangatuinnak unnusami amma vogi nâningani ammaiKattaluni Illusuami ikajotiugunnatunut, ilijausimajunut, amma pujulik tikippat pul gajunut
- SuliaKattinik sapvatausimajummi amma silakKijâtillugit pul gajut, fonnimit kiuKattaluni amma Kagitaujatigut kiuKattaluni, amma kamaKattaluni Katsinik pul gajunik amma aullajunik illumit
- Aulatsiluni nunalinni attatugumajunik Illusuami
- IkajuKattaluni ikajuttiujunut pannaigutinnik amma sakKitsiKattaluni kKiluni illusuamut
- IkajuKattaluni kKisijunik amma sakKitsiKattaluni aullagasujunik Illusuak kamagijaugialinnik/takugatsanillu asiani Labrador Inuit nunanginni
- IkajuKattaluni sakKititaujunut aullaigiamut pivalliagutitsanillu piusigijaugialinnik (sollu ikajulluni nunalinni KaujisakKatigeKattanikkulu)
- IkajuKattaluni allataugialinnik Kaujimajaugialinnik, sakKittaugiainnik amma UK latsiaKattaluni, amma allaKutet pulimatsiaKattaluni, pigiaKaliguni
- IkajuKattaluni illusuak angajukKânganik pul giattuKalippat pigiaKaguni
- IkajuKattaluni j ritamat salummasaijiup amma suliaKattitup piKutitsanginnik tikisailluni
- IlauKatauKattaluni ilinniakuKalippat ikajuvalligajattumik suliainnik
- AulaKattaluni pigiaKaliguni
- Asinginni suliaKaKattaluni pigiaKaguni

Ilisimausigigialingit:

- Ilinniavitsuami NalunnaikutaKagiaKalluni maggoni jârini suliaKasimagelluni tatsumingatsainak suliainnik
- Kaujimatsialuni Labrador Inuit ilikKusinginnik amma tallimat Inuit Nunanginni
- SuliaKatiKatsiasongulluni imminik amma ilaKasongulluni
- Kaujimatsialuni pigialinginnik (sollu angajukKauKattaluni angajukKâk aullasimalippat)
- TukisinasiaKattaluni piujumik uKâlasonguniKalluni allasiasonguniKalluni, asiminillu suliaKaKatiKatsiasongulluni
- Allasiasongulluni amma kamatiasongugiamut pisonguniKalluni Kaujimajaugialinnik amma Kinugautinnik allasongulluni
- Kaujimatsiagelluni Kagitaujatigut (Microsoft Word; Microsoft Excel).

Ikajuttauvalliutigigajattanga:

- UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu

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.