

Nunatsiavut Secretariat
Community Liaison Officer
Temporary full-time
Postville, NL

Under the supervision of the Director of Communication, the Community Liaison Officer will act as a liaison between the Nunatsiavut Government (NG) and Beneficiaries of the Labrador Inuit Land Claims Agreement.

Duties to include but not limited to:

- Provide information and explain NG activities
- Conduct surveys and background research as required
- Coordinate services for community meetings, such as facility, accommodations, transportation, refreshments, hand outs and ensure meetings run effectively
- Submit monthly activity reports and communicates issues updates
- Assist with membership applications and Membership Committees by providing administrative and clerical support

Qualifications:

- Minimum high school diploma but preferably post-secondary training
- Good written and oral communication skills
- Computer literacy with knowledge of Microsoft Office Suite

Preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their beneficiary status on their cover letter or resume when applying.

Salary: In accordance to Nunatsiavut Government Employee salary scale, plus applicable Labrador Allowance.

Nunatsiavut Aulatsivinga
Nunaliujuni kiggatuttiuluni Suliakattisak
SuliaKatsainaluni Ilonnanginnik
KipukKak, NL

kamagijaulluni Aulatsijimut Kaujimatitsijiunimmi, Nunaliujuni kiggatuttiuluni Suliakattisak kamaniakKuk kiggatuttiunimmik akungani Nunatsiavut kavamangata (NG) Ikajuttaugutiliujullu Labradorimi Inuit Nunamik Satusaisimanningita Angiutigutingagut.

Suliatsangit tamakkuatuanguluttinagiugaluak:

- PitaKatitsiKattaluni Kaujimagatsaujunik, tukisititsiKattalunilu NG-kut sugalausigijanginnik
- Kaujisatiugialik piusiusimalittunillu KimigguKattaluni pigiaKaliguni
- Aulatsisongulluni ikajosiujuunik nunaliujuni katimajuKagiaKalippat, sollu initsaugajattunik, tujummiuvitsanik, ingiKautitsanik, nigigalagatsanik, katimajuKanningani atugatsajunik, kamatsialunilu katimaKatigenniujuut ingiKasiannitsanginnik
- ÂtsiKattasongulluni takKi tamât sugalausigisimajangata Kaujititsiutinginnik Kaujimajautitsisongulluni isumâlotausimajuit kamagijausimanninginnik
- IkajuKattalunilu ilaliugutiliujuit Kinugautinginnik Ilaliugutilinnik kamajiullutik katimajiujunik aulatsiKatauKattaluni allaKutiujunillu kamaKataullunilu

Ilisimagialingit:

- ilinniavimmit pijagesimagialik tâvatualli pigumajauluagajattuk ilinniavitsuami ilinniasimaguni
- AllasiasonguniKalluni, uKâlaKatiKatsiasongullunilu
- Kagitaujanik Microsoft-inik atusongugiaKammijuk Pigumajaulualâttut ilisimanniKajut ikajuttaugutilet Labradorimi Inuit Nunamik Satusainnimut AngiKatigenningagut. Suliatsasiujut tukisinatsiatumik allaKujaujut ikajuttaugutingata ilitagijaugutinganik allasimajamini ubvalu suliatsasiugutimmini.

Akiliusiatsanga: Malillugit Nunatsiavut kavamangata Suliakatingita akiliusianginnut malittaugialet, amma pigunnautiKajut pitâgunnatut Labradorimi akittugiattaugutimmik.

Closing date / Matuttauvigilâttanga ulluk: March 11, 2020

Applications should be forwarded before 4:30pm on the closing day to:
Ottugautet aittitausimagialet fimfilia apvaKâtinnagu matuttauvingata ullungani ukununga

Nunatsiavut Government
P.O. Box 909, Stn. B
Happy Valley – Goose Bay, NL A0P 1E0
Tugâtilugu/Attention: Human Resources
Sukkajukut/Fax: (709) 896-2610
Kagitaujattigit/E-mail: careersonline@nunatsiavut.com