

Community Liaison Officer



Location:

Postville

Department:

Secretariat

Term:

Temporary Full-Time

Closing Date:

August 27, 2020

Responsibilities:

- 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

Contact:

careersonline@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.

Nunaliujuni kiggatuttiuluni SuliaKattisak



Nani:

KipukKak, NL

suliaKapvik:

Nunatsiavut Aulatsivinga

Kanga:

SuliaKatsainaluni Ilonnanginnik

killilipvinga:

August 27, 2020

kamagijatsat:

- PitaKatitsiKattaluni Kaujimagatsaujunik, tukisititsiKattalunilu NG-kut sugalausigijanginnik
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- 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 katimajujuunik aulatsiKatauKattaluni allaKutiujunillu kamaKataullunilu

Ilisimausigigialingit:

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- AllasiasonguniKalluni, uKâlaKatiKatsiasongullunilu
- Kagitaujanik Microsoft-inik atusongugiaKammijuk
- Pigumajaulualâttut ilisimanniKajut ikajuttaugutilet Labradorimi Inuit Nunamik Satusainnimut AngiKatigeningagut. Suliatsasiujut tukisinatsiatumik allaKujaujut ikajuttaugutingata ilitagijaugutinganik allasimajamini ubvalu suliatsasiugutimmini.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullugani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimillonnet ottugannimi.