Data Clerks

CLYDE RIVER, KUGAARUK

The Nunavut Wildlife Management Board (NWMB) is accepting applications for two (2) part-time data clerk positions, one each in Clyde River and Kugaaruk. The data clerks will join the project team for the Community Based Monitoring Network (CBMN).

The CBMN will rely on the skills and knowledge of respected local harvesters in Clyde River and Kugaaruk — who will use specially designed, hand-held computers to record travel routes, wildlife sightings, harvest information, traditional knowledge and weather observations while they are out on the land. Their information will be used to create a collective database of knowledge owned and controlled by Nunavummiut that can assist in local and regional wildlife management.

The data clerks will work with local harvesters and will be responsible for downloading the data from the hand-held computers, and managing it in a secure and confidential manner. The data clerk will also act as the liaison between the local Hunters and Trappers Organization and the CBMN. They will receive training in data management and will be supported by other members of the project team.

Although successful candidates will receive training, applicants should meet the following requirements:

- be resident in the community of Clyde River or Kugaaruk;
- · be fluent in English and Inuktitut;
- have an interest in wildlife, harvesting, land skills, or comanagement initiatives; and
- basic Internet and computer skills; including the ability to use Microsoft Word and Excel Spreadsheet programs; and
- experience with applications and handheld computers or technical devices will be considered an asset;

Please send your resume and cover letter:



To: Sarah Spencer By fax: 1-888-421-9832 By email: sspencer@nwmb.com

Job Advertisement closes at 4 p.m. EST, February 6th, 2015. Late applications will not be accepted.

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