



Senior Communications Officer - Permanent Iqaluit, Nunavut

The Nunavut Wildlife Management Board (NWMB or Board) is an institution of public government established under the *Nunavut Agreement*, and situated in Iqaluit, Nunavut. The Board is currently seeking a dynamic individual to fill the position of **Senior Communications Officer**.

We are looking for an individual with superior interpersonal and communications skills who will bring their energy, imagination, and initiative to the table, along with their dependability and flexibility. The successful applicant will have a passion for learning and will excel at multitasking. A willingness to live, work, and travel in a northern environment, along with sensitivity to Inuit and other Indigenous cultural values is essential to succeed in this position and to be a trusted member of our team.

Reporting to the Director of Finance & Administration, the Senior Communications Officer will:

- Draft and prepare minutes for meetings, conference calls and workshops;
- Assume the lead communications role in the NWMB's interactions with co-management partners, the media, the general public, and others;
- Manage the development, creation and distribution of a variety of communications products using an array of methods and media;
- Contribute to the Board's responsibilities with respect to the communications needs of the NWMB;
- Assist with or take the lead on coordinating NWMB public hearings, meetings, conference calls and workshops;
- Coordinate a variety of events and outreach activities as required;
- Manage the NWMB's social media presence;
- Oversee, alongside the Wildlife Biologists, the management of the NWMB's Decision Database;
- Contribute to the ongoing development of the NWMB's intranet system and various NWMB media platforms.

Qualifications: Preference will be given to applicants with a degree or college diploma from an accredited institution with specialization in communications, business administration, public relations, or a related field. A minimum of a Grade 12 education is required. Exceptional communications, analytical, and organizational skills are essential. Knowledge of and experience in the application of generally accepted office and administrative practices and policies, including an understanding of various types of professional and business communications such as agendas, briefing notes, memos, letters, press releases, webpages, and social media. Experience in

Northern Canada and/or in other cross-cultural situations would be a distinct asset. Fluency in English is mandatory; Inuktitut is a definite asset.

Salary and Benefits: The pay level for this position will be commensurate with qualifications and experience. The NWMB offers a comprehensive and competitive benefits package, including northern allowance, vacation travel assistance and relocation assistance. For a copy of the complete job description and schedule of benefits, or to submit resumes, please contact:

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Closing Date: August 10th, 2018 at 5:00pm EST