



Employment Opportunity Communications Coordinator/Policy Advisor

Competition #: HR202010-003

Communities: Iqaluit

Number of available positions: 1

Department: Policy & Planning

Status: Indeterminate

Annual Salary: Starting at \$108,099.90

Start Date: As soon as possible

The Nunavut Planning Commission, an Institution of Public Government established under the Nunavut Agreement, invites applicants to apply for the position of Communications Coordinator/Policy Advisor to be located at the Commission's office in Iqaluit. We offer a [competitive salary, a pension plan, and benefits package, including health, dental and vision, and opportunity for career advancement.](#)

Reporting to the Executive Director, the incumbent is responsible for developing and implementing a Communications Strategy and Plan for the Commission, as well as the preparation of briefing material, press releases, notices, speeches, newsletters, minutes from meetings, and the Commission's Annual Reports. The Comm. Coord./Policy Advisor will provide analysis, research and advice on strategy, policy, emerging issues and risk and support the SMT in the Nunavut Land Use Planning process. The incumbent will also assist and coordinate responses to ATIP requests and assist with the preparation of annual work plans and budgets as well as financial reports as required by funding agreements.

The ideal candidate will have one or a combination of the following: a **Undergraduate Degree in Communications, Journalism, Marketing, Political Science, Land Use Planning, or equivalent or another related discipline with a minimum of five years of related and progressively responsible experience in communications or policy development.** Experience in policy development, organizational communications, or land use planning or related fields combined with specialized experience in similar organization/s, may be considered. An up-to-date professional designation in a related field may also be useful.

KNOWLEDGE, SKILLS, AND ABILITIES

The applicant must have:

- Knowledge of the Nunavut Agreement and the Nunavut Planning and Project Assessment Act
- Knowledge of Access to Information Policies
- Knowledge and experience in land use planning
- Knowledge in Northern geography, history, Inuit cultures and traditions, and modern Inuit society
- Knowledge of negotiation and regulatory processes and issues in Nunavut
- Ability draft meeting minutes; to prepare briefs, reports and other informative materials for their presentation, distribution, and communication
- Strong verbal and writing skills
- Media and research experience
- Experience with software to develop presentations, analysis and data compilation reports, PowerPoint, and Microsoft platforms
- Knowledge of record management systems for filing and retrieving information
- Fluency in Inuktitut and/or Inuinnaqtun would be considered an asset; the ability to speak and/or write in French is desirable

Email your cover letter and résumé to HR@nunavut.ca and amainville@nunavut.ca

For the full job description, please visit our website at <https://www.nunavut.ca/about-commission/employment-opportunities>
Or contact our Human Resources Officer, Audrey Mainville at (867)979-3444

Deadline for Application is October 26, 2020, 5:00 pm EST.

If a suitable candidate is not found, the job competition remains open until filled.

Preference for this employment opportunity will be given to qualified applicants enrolled under the Nunavut Agreement and individuals with 5 or more year's residency in Iqaluit. Candidates must clearly identify their eligibility.

We thank all applicants; however, only those selected for an interview will be contacted.