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Kivalliq Inuit Association

ᑲᓐᑲᓐᑲᓐᑲᓐ/P.O. Box 340, ᑲᓐᑲᓐᑲᓐᑲᓐ/Rankin Inlet, ᐱᓐᑲᓐᑲᓐ/Nunavut X0C 0G0

ᓐᑲᓐᑲᓐ/Tel: (867) 645-5725 ᑲᓐᑲᓐᑲᓐ/Fax: (867) 645-2348/645-2355ᓐᑲᓐᑲᓐᑲᓐToll free: 1-800-220-6581

## Employment Opportunity Business Development Officer

Under the direction of the Manager of Industrial Relations and Technology, the Business Development Officer will follow programs to support economic development in the Kivalliq region as per KIA’s vision. The BDO will learn policies and procedures and use them to assist preparing and reviewing funding proposals. With input from the Manager, the BDO will prepare funding recommendations to KIA’s Project Review Committee and CanNor. The BDO will build lasting relationships with all clients and assist in their development. The main objective of the position is to maintain and increase the number of Inuit-owned and -controlled businesses as well as create Inuit employment and training opportunities. The BDO will establish and cultivate working relationship with program and service partners in Nunavut as well as the rest of Canada.

The position requires intermediate-level experience of MS Excel, Word, and Outlook. The successful candidate will be expected to train in business analytics and data science. The successful candidate is a self-starter, able to work in a team environment with little supervision, with the ability to meet demanding deadlines. This position works co-operatively with a variety of individuals and groups, government, industry, Inuit organizations, civil society, etc. Knowledge of a computerized accounting system (Sage 50 or QuickBooks) as well as the ability to speak Inuktitut will be considerable assets.

The knowledge skills and abilities are usually obtained through a post-secondary diploma in Management Studies, Business Administration, or Financial Management, with at least three years of experience as a successful business owner, economic development officer, business development officer, loan/grant program officer or a similar role. Alternatively, a University degree in Business Administration or similar with one year of experience in project management, policy analysis, economic development, or relevant. Equivalencies will be considered based on a combination of experience, education and community involvement.

Starting salary is **\$83,070.00** per annum commensurate with qualifications/experience with an additional **\$24,000** Northern and Housing allowance. Kivalliq Inuit Association also provides a comprehensive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located in Rankin Inlet, NU and housing is not available.

***Beneficiaries of the Nunavut Lands Claim Agreement will receive full consideration and priority.***

***Only those selected for an interview, will be contacted.***

**CLOSING DATE: March 27<sup>th</sup>, 2020 at 5:00 PM CST**

**PLEASE SUBMIT YOUR RÉSUMÉ TO: [kivia@kivalliqinuit.ca](mailto:kivia@kivalliqinuit.ca)**

If you have any questions, please contact Shelly Nichol, Human Resources Manager, [snichol@kivalliqinuit.ca](mailto:snichol@kivalliqinuit.ca)

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ᑲᓐᑲᓐᑲᓐ-TIKIRARJUAQ-WHALE COVE/ ᓐᑲᓐᑲᓐᑲᓐ-SALLIQ-CORAL HARBOUR/ ᓐᑲᓐᑲᓐᑲᓐ-NAUJAAT/ ᓐᑲᓐᑲᓐᑲᓐ-ARVIAT