

EMPLOYMENT OPPORTUNITY **Interpreter / Translator**

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Reporting to the Manager – Communications, the Interpreter / Translator will assist the Kivalliq Inuit Association (KIA) in providing timely and accurate real-time interpretation during meetings, conferences and other events, as well as translating documents with precision and cultural sensitivity.

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Baker Lake

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Chesterfield Inlet

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Coral Harbour

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Naujaat

Responsibilities and Duties

In this dual role, the Interpreter / Translator, is a critical operational link by providing timely and accurate real-time interpretation and translation to KIA's Executive Committee, Board of Directors, Board Committees and Affiliated Organizations. This may be in person, through ZOOM or through Microsoft Teams in accordance with KIA policies & guidelines.

Knowledge, skills, and abilities

- Highly developed oral and written fluency in Inuktitut and English;
- The ability to interpret and translate accurately and efficiently
- Ability to keyboard in roman orthography and syllabic characters
- Ability to proofread documents once completed
- Knowledge of desktop and computer software such as the Microsoft Office suite;
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment;
- Strategic thinker and strong analytical skills;
- Demonstrates strong organizational and time management skills;
- Demonstrates exceptional oral and written communication skills;

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Must demonstrate strong punctuality;

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- Availability and attendance at every scheduled KIA meeting
- Excellent attention to detail;
- Demonstrates the ability to work under pressure;
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Whale Cove

- Ability to work in a fast-paced environment with conflicting priorities and minimal supervision;
- Demonstrated ability to work effectively with diverse range of individuals;
- Interpreter/Translator Certification would be an asset









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The Knowledge skills and abilities are usually obtained through post-secondary education in Interpretation/Translation or related field; Equivalencies that include a combination of education and experience may be considered

Starting salary is \$ 78,979.00 with an additional \$ 30,884.86 per annum, of Northern and Housing Allowance. Kivalliq Inuit Association provides a competitive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located anywhere in the Kivalliq Region and Housing is not available.

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE: OCTOBER 17, 2025

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliginuit.ca | Phone: Toll free 1-800-220-6581 or 867-645-5765





