

## EMPLOYMENT OPPORTUNITY

### Meadowbank IIBA Coordinator

Under the direction of the Director, Planning & Implementation, the Meadowbank IIBA Coordinator facilitates and coordinates the proper implementation and administration of the Meadowbank Inuit Impact and Benefits Agreement.

## Responsibilities and Duties

The Meadowbank IIBA Coordinator is KIA's representative at the working level to ensure that the Meadowbank Inuit Impact and Benefit Agreement (IIBA) is properly implemented. The Meadowbank IIBA Coordinator is expected to gain intimate working knowledge of the Meadowbank Inuit Impact and Benefit Agreement; represent KIA on the Meadowbank on-site working group and perform duties according to the on-site working group charter; advise KIA on the implementation of the Meadowbank Inuit Impact and Benefits Agreement; act as a liaison and co-operate with Meadowbank IIBA staff; meet the project requirements by delivering a quality solution, on time and within the planned budget; provide reports and recommendations to KIA management and various committees constituted by the Meadowbank Inuit Impact and Benefits Agreement when necessary.

### **Knowledge, skills and abilities**

- Knowledge of the Nunavut Land Claims Agreement;
- Knowledge of project planning methodologies;
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment;
- Comprehensive knowledge of Microsoft Office Suite (e.g. Access, Word, Excel, PowerPoint, Outlook etc.,)
- Excellent attention to detail;
- Excellent oral and written communication skills;
- Demonstrates the ability to work under pressure;
- Demonstrates strong organizational and time management skills;
- Demonstrates exceptional oral and written communication skills;
- Strong report writing skills are required;
- Must demonstrate punctuality;
- Ability to work in a fast-paced environment with conflicting priorities and minimal supervision;
- Demonstrated ability to work effectively with diverse range of individuals.

The Knowledge skills and abilities are usually obtained through a High School diploma, Post-Secondary education an asset with minimum 2 years of experience performing project planning and implementation.

Starting salary is \$86,620.00 with an additional \$31,252.00 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 in Baker Lake, NU and **Housing is not available.**

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

**CLOSING DATE: NOVEMBER 28, 2025, at 11:59 P.M CST**

**PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES**

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