Kivalliq Inuit Association
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ᑎᑎᖅᑲᖅᑲᖅᕕᖓ P.O. Box 340
ᑲᖏᖅᓱᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
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EMPLOYMENT OPPORTUNITY
Meliadine IIBA Coordinator

Under the direction of the Director, Planning & Implementation the Meliadine IIBA Coordinator, leads the community-focused implementation of the Inuit Impact and Benefit Agreement (IIBA) for the Agnico Eagle Mine. This position plays a critical role in strengthening relationships between Kivalliq Inuit Association (KIA), impacted Inuit communities, project partners, and stakeholders while ensuring Inuit interests remain central throughout operations.

Responsibilities and Duties

The Meliadine IIBA Coordinator is KIA's representative at the working level to ensure that the Meliadine Inuit Impact and Benefit Agreement (IIBA) is properly implemented. The Meliadine IIBA Coordinator is expected to gain intimate working knowledge of the Meliadine Inuit Impact and Benefit Agreement; represent KIA on the Meliadine on-site working group and perform duties according to the on-site working group charter; advise KIA on the implementation of the Meliadine Inuit Impact and Benefits Agreement; act as a liaison and co-operate with AEM 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 Meliadine 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.

Generally, a Diploma in Inuit Studies, Social Sciences or a related discipline is required followed by two (2) years of experience managing projects or implementing agreements. A combination of relevant education and related experience may also be deemed an acceptable equivalency. A satisfactory Criminal Record Check and clear Vulnerable Sector Check is required.

Starting salary is $88,699.00 with an additional $31,626.10 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 Rankin Inlet, NU and **Housing is not available.**

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

CLOSING DATE: JULY 10, 2026, at 11:59 P.M CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

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