Kivalliq Inuit Association
ᑭᐹᓪᓕᕐᒥ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᑦ

ᑎᑎᖅᑲᖅᑲᕝᕕᖓ P.O. Box 340
ᑲᖏᖅᖠᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
X0C0G0

EMPLOYMENT OPPORTUNITY

Director, Governance & Community Liaison

Under the supervision of the Chief Operating Officer, this position will provide administrative support to facilitate effective, efficient operations relating to KIA's board of directors, in accordance with organizational legislation, board's bylaws and governance processes. This position will ensure two-way communication with the public and senior staff and will focus on the delivery of Kivalliq Inuit Association's information and services at community level. The Director, Governance and Community Liaison will ensure reliable information is being delivered, providing bilingual Inuktitut and English services, while obtaining feedback from the public on KIA practices, and coordinating collaboration between governing agencies.

Responsibilities and Duties

- Attend KIA meetings to receive information on current issues facing beneficiaries
- Provide guidance and advice on procedural matters to KIA's chair and executive staff at committee meetings
- Prepare, compile and distribute meeting notices, agendas, materials, reports and other documentation
- Record and prepare official meeting minutes, managing logistics for Board of Directors, and related events
- Provide supervision and direction to the regional Community Liaison Officers
- Provide project management support and oversight on programs and service initiatives
- Assist the COO in preparing quarterly and annual financial reports for audit and financial purposes

Knowledge, skills and abilities

- Knowledge of policy, strategy and financial management processes
- Knowledge of career development techniques and strategies
- Knowledge of human resource management techniques, such as performance evaluation, succession planning, team and individual motivation and progressive discipline techniques
- Must have knowledge of Microsoft Office suite; Word Processing, Excel, Access (databases), PowerPoint, and internet
- Knowledge of effective oral and written communication techniques
- Ability to host special events, planning and coordination for delivery of funding opportunities
- Ability to manage time and set priorities with the ability to delegate tasks accordingly to meet objectives
- Ability to manage stress
- Ability to work in a cross-cultural environment
- Ability to perform presentations in front of an audience
- Ability to problem solve effectively

Knowledge, skills and abilities for this position are usually obtained through completion of a degree in education, business management or public administration supplemented with five (5) years of management experience. Equivalencies will be considered based on a combination of experience, education and community involvement. Oral and written communication skills in Inuktitut is required.

Salary is $163,855 with an additional $30,884.86.00 for Northern and Housing Allowance. The Kivalliq Inuit Association provides a competitive benefits package. 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: May 8th, 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