

Community Liaison Officer

Job Description



The Community Liaison Officer would oversee NIIA social media and maintain communications with community project contacts throughout Nunavik. This person will report to and be under the direct supervision of the Program Manager.

Responsibilities:

- Monitor and track community project progress and handle any issues that arise.
- Act as the point of contact for community project requests.
- Create and maintain comprehensive project documentation, plans and reports.
- Manage the communications through social media.
- Assist in building positive relations within the team and external parties.
- Organize meetings/events and maintain agenda, and minutes (as needed).
- Support growth and program development.

Specific Tasks:

- Prepare and distribute regular offering of pamphlets, brochures and posters.
- Develop creative means to promote wellness and prevent substance abuse.
- Assist in maintaining the organization's calendar.
- Review and maintain the distribution lists of information for Nunavik.
- Follow-up on all distributions with community contacts.
- Participate in an on-going evaluation process of programs, activities and services in the areas of wellness and prevention with the Program Manager, and regional partners.
- Accept to travel for trainings and professional development, participate in at least one workshop/conference per year in the area of professional development and personal wellness.

Skills Required:

- Ability to carry out duties in both Inuktitut and English.
- Experience in training/trainer or management.
- Demonstrate knowledge of both the field of addiction and the field of trauma.
- Able to work with Microsoft Office and Mac computers.

Salary Range: To be determined with qualifications

Benefits: Northern Allowance, Social Trips, Cargo, RRSP (after 3-month probation)

Deadline: Friday, April 26, 2024 @ 5:00pm EST

Send resume to:

Karin Kettler, Program Manager

Nunaliqait Ikajuqatigiittut Inuit Association (NIIA)

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For inquiries, please call: 1-866-964-2976 / 819-254-8084