



## JOB OPPORTUNITY: PROJECT OFFICER

Internal/External

Competition # NCCPO120220

The NunatuKavut Community Council (NCC) is accepting applications for the position of Project Officer, to be located in one of NCC's offices on the south coast in NunatuKavut. This position is in the Environment and Natural Resources (ENR) department, specifically working with the Aboriginal Aquatics Resource Oceans Management Program (AAROM).

*NunatuKavut means "our ancient land" and refers to the territory of Inuit who reside primarily in south and central Labrador. NCC is a rights-based governing body that represents NunatuKavut Inuit. We are a dynamic, fast-paced and growing team that strives to meet the priorities, interests and needs of our people. Our governing vision demonstrates commitment to community and culture as we seek "to govern ourselves, provide and care for one another, our families and our communities while nurturing our relationship with our lands and waters." We foster an open and transparent working environment which incorporates Inuit values of caring, fairness, respect, accountability and teamwork.*

### Duties and Responsibilities

- Implementing an AAROM work plan within an approved budget.
- Assisting or conducting research-based studies on aquatics, oceans, and fisheries initiatives:
  - Drafting project research specifications, requirements and objectives
  - Ensuring project deadlines and obligations are adhered to and met
  - Researching various sources including paper-based, the internet and online databases
- Assisting with implementation and monitoring of current ENR programs, especially AAROM projects.
- Developing and maintaining a strong network of relationships with NunatuKavut members, stakeholders, and partners.
- Engaging NCC community members to identify issues and concerns and best practices, and liaise with NCC to create best possible solutions.
- Assisting with drafting correspondence, detailed AAROM project reports, presentations, as well as other administrative matters.
- Assisting in development of strategies for NCC Aquatics, Oceans and Fisheries including assessments, habitat protection, and rehabilitation.
- Promoting traditional fishing and conservation amongst NCC members, communities and with external partners.
- Demonstrating a commitment to NCC's employee values and policies.
- Other duties as required by the ENR department.

## Skills and Qualifications

- Experience working with Indigenous groups is essential.
- Experience working with different levels of government and other non-governmental organizations is an asset.
- Strong communication (written and oral) skills to present and connect with various audiences (e.g. boards and councils, Indigenous organizations, government agencies, etc.).
- Ability to work with data in multiple forms (tables, graphs, maps, GPS, etc.) as well as ability to use Microsoft Office software (Word and Excel required).
- Ability to work with required sampling equipment, supplies and environmental samples in adverse conditions (e.g. terrain, weather).
- Strong time management skills, with the ability to simultaneously work on multiple tasks/projects and meet project deadlines.
- Excellent interpersonal skills, team-oriented and must be able to function as part of a multi-disciplinary team as well as ability to work independently demonstrating self-motivation and initiative.
- Knowledge of NunatuKavut communities.
- Experience writing applications and technical reports based on Indigenous Knowledge and western science is an asset.
- Ability to think strategically in developing novel approaches to aquatic and oceans management and mitigation is an asset.
- Working knowledge of provincial and federal environmental legislation and regulatory requirements is an asset.

## Education and Experience Requirements

- Graduation with a technical diploma or degree from a recognized post-secondary institution, with acceptable specialization in biology or other science relevant to the position OR
- An acceptable combination of education and experience that would normally be completed through three to six years of related experience in designing and implementing environmental monitoring and research programs which utilize Indigenous Knowledge and western science, including field-based biological sampling, analysis and reporting and providing advice within a regulatory regime

## Conditions of Employment

- Lifting of heavy objects and travel within and outside NunatuKavut by various modes of transportation, including fixed and rotary winged aircraft, snowmobiles and boats may be required.
- Ability to work away from home for extended periods, often in a field environment with exposure to adverse weather conditions. Hours of work may include evenings and weekends.
- A driver's license and ability to provide a clean, three-year driving abstract.
- *Preference may be given to qualified members of NunatuKavut Community Council.*

## How to Apply

Please submit resume and cover letter and three references to:

Chelsea Dyson  
Human Resources Coordinator  
NunatuKavut Community Council  
Email: [jobs@nunatukavut.ca](mailto:jobs@nunatukavut.ca)  
Fax: 709-896-0594

**Application deadline is December 2, 2020.**

*Please note that only those selected for an interview will be contacted.*