



Job Opportunity: Projects and Implementation Coordinator

Competition Number NCCPIC052121

The NunatuKavut Community Council (NCC) is seeking applications for a Projects and Implementation Coordinator. Under the direction of the Manager of Research, Education and Culture, this position will help implement and administer departmental research and projects.

NunatuKavut means “our ancient land” and refers to the territory of Inuit who belong to 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.

Responsibilities

- Coordinate and implement workplans and financial commitments of departmental contribution agreements:
 - Support planning and implementation of project workplans ensuring objectives, timeframes and budget requirements are met
 - Manage and maintain project budgets.
 - Report progress.
- Explore issues/opportunities through research, data collection and compilation.
- Assist in creating opportunities for capacity building in community driven research.
- Coordinate pilot studies and field work for diverse departmental projects (i.e focused on renewable energy projects).
- Seek out expertise from relevant Indigenous governance knowledge holders/bodies.
- Contribute to the strategic direction of the NCC as it pertains to research, education and culture.
- Understand and adhere to research governance protocols.
- Research funding opportunities and write proposals (academic and non-profit)

Qualifications

The ideal candidates should possess the following skills or competencies:

- Knowledge of Indigenous communities and governance.
- Knowledge of research methodologies.
- Experience working with diverse Indigenous communities, organizations and government.
- Excellent oral and written communication skills, particularly in writing reports, and proposals.
- Detail-oriented, accurate and dependable.

- Excellent interpersonal and team working skills with the ability to work independently.
- Excellent organizational, financial and computer application skills.
- Possess a valid driver's license.

Travel is required.

Education

Successful completion of an undergraduate degree and a minimum of two years of financial/project implementation experience; or an acceptable combination of education, training and experience.

How to Apply

Please submit cover letter, resume, including three references, stating competition number by:

E-mail: jobs@nunatukavut.ca

Mail: HR Coordinator – Chelsea Dyson
PO Box 460, Station C
Happy Valley-Goose Bay, NL A0P 1C0

In person: NCC Head Office, 200 Kelland Drive, Happy Valley-Goose Bay (to the attention of the HR Coordinator)

Deadline to apply is May 21, 2021.

Preference will be given to members of Nunatukavut Community Council.

Only applicants selected for an interview will be contacted.