



Call for Expression of Interest: Short-term position of Administrative Assistant for COVID-19 Community Response Programming

The NunatuKavut Community Council (NCC) is seeking applications for a temporary, short-term position as Administrative Assistant for COVID-19 Programming at our Mary's Harbour location. Working under the direction of the COVID-19 Program Manager, the Program Assistant will be responsible for the general administration functions for COVID-19 community response programs.

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.

Application Duration

This application will close end of day on June 27, 2021

Expectations

The successful candidate will:

- Respond to in-person and telephone inquiries and provide assistance in navigating services.
- Provide administrative support for various COVID-19 programs and initiatives.
- Assist in the coordination and delivery of programs and services.
- General office administration and file management functions.
- Assist members in completing applications for programs and services.
- Demonstrate a commitment to NCC's employee values and policies.
- Provide diverse support to the organization as directed.

Qualifications

Interested applicants should possess the following:

- Post-secondary education in office administration, business administration or social sciences. An equivalent combination of education and relevant experience will be considered.
- Knowledge of Indigenous cultures in the region.
- Solid general office administration skills.
- Strong oral and written communication skills, as well as organizational and interpersonal skills
- Proficiency in MS office is essential.
- Must be able to work evening and weekends when required.

Submission List

Please submit resume and cover letter expressing your interest to:

Chelsea Dyson, HR Coordinator
NunatuKavut Community Council
E: jobs@nunatukavut.ca

Preference will be given to qualified members of the NunatuKavut Community Council.