



Job Opportunity: Heritage Officer

Competition number NCCHO111422

The NunatuKavut Community Council (NCC) is seeking applications for a Heritage Officer based in NunatuKavut. Reporting to NCC's Research, Education and Culture department this position will coordinate and support aspects of cultural knowledge planning and preservation in NunatuKavut. The Heritage Officer will work to promote and share Inuit culture and heritage through revitalization of important culture-based traditions, activities and exhibits related to NunatuKavut. The Heritage Officer will help to lead the coordination and implementation of activities focused on historical and archaeological research to help NCC meet organizational goals related to cultural preservation and revitalization. This position is full-time, temporary to March 31, 2024, with possibility of extension.

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, providing and caring 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.

Roles and Responsibilities

- Build and maintain strong relationships with communities, educators, community leaders, historians, artists and creators.
- Assist in the development and dissemination of Inuit culture and heritage resources throughout NunatuKavut.
- Assist in the research, communication, and promotion of NunatuKavut Inuit cultural heritage through educational programs, exhibits, publications, workshops, and outreach services.
- Act as a cultural resource and support as required.
- Help maintain and organize NCC archival resources.
- Seek out funding opportunities to support preservation, dissemination and repatriation of objects of significance to NunatuKavut Inuit history and culture.
- Support proposal development and report writing.
- Coordinate the development and delivery of culturally relevant NunatuKavut Inuit history and heritage products and materials throughout NunatuKavut.
- Participate in consultations within NunatuKavut communities on cultural preservation, and the

- sharing and promotion of ideas and concepts.
- Prepare, maintain, and monitor approved operational budgets for exhibitions and projects
- Other related duties as required

Skills and Qualifications

The ideal candidate should possess the following skills or competencies:

- Strong knowledge of NunatuKavut Inuit culture, history, tradition, knowledge systems & ways of life.
- Demonstrated competence in the planning, coordination and delivery of workshops, educational events, exhibitions, and public engagement sessions.
- Solid understanding of and respect for the integrity and complex nature of the work involved in cultural preservation, repatriation, and revitalization.
- Strong communication, writing and organization skills are essential.
- Effective interpersonal, analytical skills and problem-solving skills.
- Knowledge of proposal writing and report writing.
- Excellent administrative and financial skills.
- You must be a team player that can work collaboratively with colleagues and community partners but must also be able to work independently with minimal supervision.
- Must be willing to work flexible hours.

Education Requirements

Applicants should have a post-secondary background in archaeology, archival management, information management or another related field. Applicants possessing an acceptable combination of education, training and/or experience will be considered.

How to Apply

Please submit resume and cover letter (stating competition number) with three references to:

Chelsea Dyson, HR Coordinator
NunatuKavut Community Council
E. jobs@nunatukavut.ca
F. 709- 896-0594

Application deadline is November 28, 2022.

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

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