



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Outreach Coordinator	Date in Effect:	January 03, 2024
Department:	Communications	Reports To:	Director, Communications

II. Purpose of Position

The Outreach Coordinator is responsible for coordinating the Nunavut Impact Review Board's (NIRB) public engagement initiatives and community outreach activities. This position supports the coordination of meeting logistics (working with Corporate Services and Operations departments as necessary) and serves as a key point of contact for the general public, providing friendly and accessible support to ensure events are well advertised and attended.

III. Essential Duties and Responsibilities

1. Provide logistical and administrative support for the scheduling and in-person facilitation of community meetings, public hearings, and other events
 - Liaise regularly with community organizations and individuals to facilitate access to information and encourage public engagement in NIRB assessments and events
 - Support the maintenance of current distribution lists and contact information for Nunavut communities and organizations
 - Develop relationships with community partners and members continuously and in advance of formal public engagement activities
 - Utilize social media, email, and telephone communications to increase public awareness of scheduled events and items of interest
 - Ensure messages reach the relevant audiences, collaborating with community representatives and leveraging social media channels effectively
 - Enhance NIRB's profile in Nunavut and neighboring jurisdictions.
2. Develop culturally appropriate public engagement strategies, techniques and materials
 - Develop strategies for increasing representation of Inuit Qaujimajatuqangit in NIRB communications and events
 - Promote increased awareness and respect for Inuit culture and languages
 - Develop targeted approaches for engagement with various demographics (e.g. youth, women, harvesters, etc.)

IV. Other Duties and Responsibilities

1. Liaise with the Territorial and Federal Governments, Regional Inuit Associations, other Inuit organizations and Institutions of Public Government to promote the mandate of NIRB, as directed by senior management
2. Assist in the execution of project-specific engagement plans
3. Collaborate with project teams to ensure that public engagement efforts align with the specific needs and objectives of each project
4. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ■ Inuit Qaujimajatuqangit principles ■ Principles of effective relationship management and public engagement/consultation ■ Nunavut Impact Review Board mandate ■ Familiarity with Nunavut community structure and lifestyle, and development in a northern context ■ Effective and culturally appropriate communication techniques
Skills:	<ul style="list-style-type: none"> ■ Strong verbal and written communications skills ■ Summarize technical and scientific information for a non-technical audience. ■ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ■ Excellent interpersonal skills including the ability to use tact and diplomacy ■ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none"> ■ Task prioritization and effective time management ■ Capability to work independently when necessary ■ Adaptability to changes and interruptions in priorities ■ Maintain discretion and confidentiality ■ Problem solving and conflict resolution skills
Education:	<ul style="list-style-type: none"> ■ High School (Grade 12) Diploma or equivalency supplemented with 2 years of work experience in positions with similar responsibilities ■ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none"> ■ Minimum 2 years in an office environment ■ Personal and professional experience in the Arctic or in a cross-cultural setting

VI. Physical Demands

- Able to lift 25 pounds
- Occasional exposure to cold temperatures, extended darkness/daylight hours and extreme weather conditions given Arctic location
- Extended periods working while seated at a computer
- Must travel to various locations throughout Nunavut and elsewhere for meetings, consultations and other NIRB activities. This may involve possible exposure to hazardous weather conditions, elevated noise levels and travel in a variety of vehicles

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather
- Work can sometimes be stressful
- Frequent travel required

VIII. Mental Demands

- Prioritizing tasks and meeting deadlines.
- Preparing for and working during public hearings may be stressful
- Frequent travel required, which may keep individual away from friends and family.
- Personal and professional challenges associated with living in a small, isolated community with limited resources