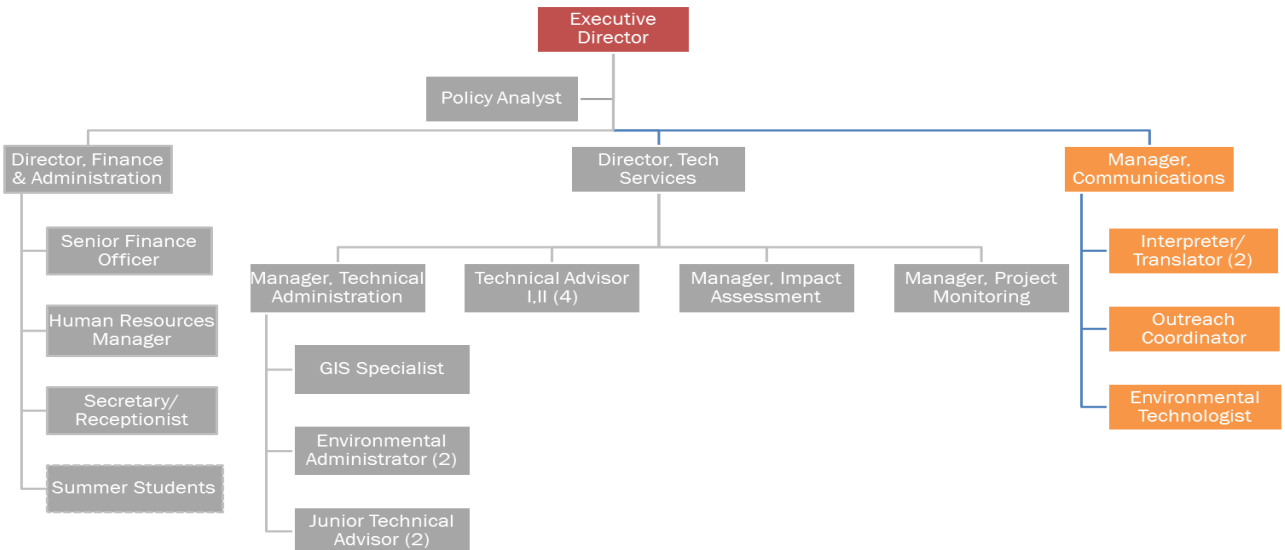




NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Outreach Coordinator	Date in Effect:	October 31, 2015
Department:	Communications	Reports To:	Manager of 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 assists technical staff with meetings logistics and serves as a key contact to 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 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;
 - Maintain up-to-date distribution lists and contact information for Nunavut communities and organizations;
 - Utilize social media, email and telephone communications to increase public awareness of scheduled events and items of interest;
 - 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 Qaujimagatunqangit 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. Liaising with the Territorial and Federal Governments, Regional Inuit Associations, other Inuit organizations and Institutions of Public Government to promote the mandate of NIRB;
2. Assist in the development of project-specific engagement plans and budgets;
3. Any other duties as required.

V. Qualifications

Knowledge of:	<ul style="list-style-type: none">▪ Principles of effective public engagement/consultation▪ Nunavut Impact Review Board mandate▪ Familiarity with northern development initiatives, including the mineral exploration and mining industry▪ 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/Inuinnaqtun considered a strong asset
Abilities:	<ul style="list-style-type: none">▪ Summarize technical and scientific information for a non-technical audience.▪ Task prioritization and effective time management▪ Work independently when needed▪ Cope with frequent interruptions and changes in priorities▪ Maintain discretion and the highest level of confidentiality▪ Problem solving and conflict resolution skills
Education:	<ul style="list-style-type: none">▪ High School (Grade 12) Diploma or equivalency with several years' work experience in positions with similar responsibilities
Experience:	<ul style="list-style-type: none">▪ Minimum 2 years' in an office administration position▪ Personal and professional experience in the Arctic or in a cross-cultural setting

VI. Physical Demands

- Exposure to computer work for extended times
- Able to lift 25 pounds
- Able to work in all weather conditions
- Possible overtime required

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

VIII. Mental Demands

- Prioritizing tasks and meeting deadlines.
- Difficult decisions regarding necessary actions on compliance issues.
- Living in a small, isolated community may pose challenges
- Some travel may be required, which may keep individual away from friends and family.