

## Job Description

### 1.0 Position Information

**Job Title:** Community Liaison Officer - Sanikiluaq  
**Department:** Executive Management  
**Reports to:** Assistant Executive Director  
**Date:** March 02, 2015

### 2.0 Job Purpose

The Community Liaison Officer (CLO) is a key operational role within Qikiqtani Inuit Association (QIA). Under the direction of the Assistant Executive Director; the CLO is primarily an administrative position at the community level to ensure that Inuit in the communities benefit from implementation of QIA, the Nunavut Land Claims Agreement (NLCA), and Nunavut Tunngavik Incorporated (NTI) programs. This position will support QIA's requirement to have meaningful two-way communication with communities and Beneficiaries. The CLO will be relied upon to present recommendations, advice and information to the Assistant Executive Director in order to support informed, inclusive and considerate decision-making. The position is a generalist role which requires familiarity with a broad range of QIA documents, policies, and protocols in order for the incumbent to effectively execute the responsibilities and serve the purpose of the position.

### 3.0 Key Accountabilities and Key Results Areas

The CLO provides leadership in the execution of their role; and supports the Assistant Executive Director in order to achieve advances in Key Results Areas, including: Enrolment, Elections, Liaison on Surface and Subsurface Lands Issues, Elders Support Program, Community Land and Resource Committee (CLARC) Secretary, Support for Local Directors, and Community Level Communications. The CLO holds accountabilities related to each of these areas, as outlined below:

- a) Enrolment
  - Administration:
    - i. correspondence
    - ii. arrange and attend community enrolment committee meetings
    - iii. respond to inquiries
    - iv. take minutes and submit monthly reports to NTI enrolment (ie: enrolment list adjustments, enrolment applications, community enrolment committee minutes, financial spending log; correspondence)
  - Enrolment Process:
    - i. keep enrolment applications
    - ii. receive enrolment applications
    - iii. distribute enrolment cards
    - iv. update enrolment lists
  - Financial Management:
    - i. submit spending reports to the NTI Enrolment Manager;
    - ii. create and maintain spending log
- b) Qikiqtani Inuit Association
  - Administration:

- i. receive completed applications to access Inuit Owned Lands from QIA Lands Department for CLARC review;
- ii. keep blank applications to access Inuit Owned Lands forms for the public

Resource Person:

- iii. act as a resource person for various QIA policies (ie: CLARC Manual, Rules and Procedures for the management Inuit Owned Lands; QIA policies)
- iv. maintain copies of QIA board resolutions for beneficiaries

c) Elections

Administration

- i. liaise with the local Hunters and Trappers Organization (HTO), Hamlet, QIA, Regional Wildlife Office (RWOs) and NTI

d) Election Process

- i. post enumeration list
- ii. conduct advanced polls
- iii. election voting poll
- iv. count ballots
- v. send ballots to organization

e) Liaison on Surface/Subsurface Lands Issues

- i. respond to enquiries
- ii. support QIAs and NTIs Lands Department on surface/subsurface issues
- iii. help in solving of lands-related problems at the community level

f) Elders Support Program

- i. respond to inquiries
- ii. support the monthly verification of any deceased Elders in the community
- iii. help in solving of problems at the community level

g) CLARC Secretary

- i. respond to inquiries
- ii. support CLARC activities in the community
- iii. attend and take minutes at CLARC meetings
- iv. copy QIA-Lands minutes for CLARC honoraria
- v. help in solving of problems at the community level

h) Support for Local Directors

- i. responds to inquiries directed to or for QIA or NTI directors
- ii. support Directors meetings with constituents in the community
- iii. help in solving of constituency problems at the community level

i) Community Level Communications

- i. respond to inquiries
- ii. support the communications activities of QIA and NTI in the community
- iii. help in solving of problems at the community level
- iv. maintaining, compiling, collecting, managing, and distributing the Bereavement and Compassionate Travel for Nunavut Land Claim Beneficiaries

#### **4.0 Scope, Authority and Impact**

The CLO will work in a clean, well-lit office or facility. Work can be stressful at times. Work outside may be involved from time to time. Exposure to computer work for extended period(s) of time will occur.

#### **5.0 Skills, Knowledge and Experience**

- a) Skills;
  - i. Strong administrative skills
  - ii. Organizational skills and the ability to multitask in a demanding environment
  - iii. Creativity in developing new or unique ways to improve operations and/or mobilize resources and assets
  - iv. Basic computer skills
  - v. Proficient in Microsoft Word, Excel and Outlook
  - vi. Highly developed written and verbal communication skills
  - vii. Fluency in English and Inuktitut is required
  
- b) Knowledge;
  - i. Detailed knowledge and understanding of the vision and principles that guide QIA
  - ii. Awareness of the political, social and economic environment of QIA, NTI, HTO, and RWO
  - iii. Knowledge of QIA policies, protocols and procedures as they relate to the functions of the Community Liaison Officer
  - iv. Knowledge and understanding of the Nunavut Land Claims Agreement
  
- c) Experience;
  - i. One (1) year of experience working in the delivery of community services
  - ii. Experience working with Nunavut communities, Inuit, Aboriginal associations, Federal and/or Territorial government agencies
  - iii. Experience with project management, time management, and financial management
  - iv. Experience presenting to a large audience (ie: local community event)

#### **6.0 Education Requirements**

A High School Diploma is required. A combination of relevant education and/or experience may also be deemed acceptable.

#### **7.0 Work Conditions**

- a) The work will entail regularly scheduled overtime during weekends and evenings in conjunction with Board and Committee meetings.
  
- b) The role will occasionally require the lifting of boxes, files and promotional materials (under 40lbs)
  
- c) Occasional and remote travel may be required; by small aircraft(s). Trips may be up to one week in duration.
  
- d) The role may require occasional work on evenings and weekends to meet deadlines or to respond to emergent issues.

- e) The role requires the incumbent to meet the security requirements set out below:
- i. No criminal convictions for the last year.
  - ii. No criminal record for violent crimes including assault causing bodily harm, sexual assault or other related offences.
  - iii. No criminal record for drug trafficking, intent to traffic drugs or other related offences.
  - iv. No criminal record for theft, fraud or other related offences.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

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Certification – I certify that I have read and understand the responsibilities assigned to this position

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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Declaration – I certify that this job description is an accurate description of the responsibilities assigned to this position

\_\_\_\_\_  
Assistant Executive Director

\_\_\_\_\_  
Date

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Approval – I approve the delegation of the responsibilities outlined herein within the context of the attached organizational chart. Please attach the Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date