

Ilisaqsivik Society General Delivery Clyde River, NU X0A 0E0 www.ilisaqsivik.ca ۵᠆ᢣ᠋ᡃ᠋ᡧ᠋᠋᠆ᠮ ᠊᠘᠈ᢅ᠈ᡷᡋ᠋ᡣᡤ ᠫ᠋ᡬ᠋᠋᠋᠅ᡢᡄᠵ᠋ᠫ ᢑ᠋ᠬ᠅ᠫᡶ᠕᠂ ᡂᠵ X0A 0E0 www.ilisaqsivik.ca

Ilisaqsivik is an Inuit organization with the goal to strengthen and rebuild our communities and our futures. We run an unprecedented number and range of programs with a common thread—increasing wellbeing and personal potential for Inuit across Nunavut. We strive to be one of the best employers in the circumpolar region. We offer our employees opportunities to grow and create a positive and safe workspace along with great benefits, a Group Retirement Savings Plan and flexibility with vacation, plus additional paid time off. We are expanding and looking for individuals that interested in becoming part of a team that cares for our community.

# Job Opportunity Operations Assistant

## **Responsibilities:**

The Operation Assistant is a multi-faceted role that provides key support to the Executive Director and the Director of Operations, as well as back up support in other core internal operations activities. The purpose of the role is to take on administrative and routine tasks that require the attention of the Executive Director or Director of Operations and to assist in all areas to help ensure business continuity. The role and responsibilities can expand with the experience and capabilities of the individual. This is an ideal role for an organized, flexible, and experienced professional who is excited to roll up their sleeves and get the work done.

Reporting to the Executive Director, the Operations Assistant works side by side both the ED and Director of Operations assisting in implementing day to day decisions and responsibilities. The role will have mostly internaland some external-facing responsibilities. The role will provide back up and additional support to key internal functions including HR, Payroll, Finance, IT and Facilities.

The ideal candidate will handle continually changing situations and multiple responsibilities simultaneously, mixing long term projects with the urgency of immediate demands. He/she must also have the demonstrated ability to take care of the cultural values that Ilisaqsivik promotes while supporting the organization to achieve the ambitious goals that are defined. He/she will act as a liaison between the Executive Director and other employees, Board members or external partners, as per request. He/she must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships and the capability to interact within all levels of the Society.

#### **Responsibilities include:**

- Work with the ED and Director of Operations to take on day to day responsibilities that will given them more time to address their other strategic priorities
- Assist with any unexpected tasks related to the day-to-day operations of Ilisaqsivik and Tuqumaaq (including the hotels)
- Provide back up or extra support to the finance, payroll, HR, marketing and IT teams
- Assist staff with questions or issues that arise on a day-to-day basis; including back up support in the case of unexpected absences
- Assist with scheduling and preparation for meetings, including Board meetings, staff meetings and other types of events or activities
- Assist with internal and external communications
- Documenting routines and processes across the organizations
- Assist with administration around funding proposals and requests















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- Track and follow up on reporting requirements for funding programs and other Ilisaqsivik metrics
- Provide payroll and HR support as required
- Provide support on use of technology and systems; back up support to IT specialist
- Provide advice on the diverse projects, program and services currently running and projected.

### Job Requirements:

- Project coordination and managing multiple priorities and timelines
- Background in finance, payroll an HR would be an asset
- Strong experience using computers, and technology systems (Microsoft 365, Teams, accounting or HR systems and other business tools)
- Organized and high attention to detail
- Focused on getting results and can independently work through situations to get work done
- Highly responsive with a get things done attitude
- Must have a calm, professional and action-oriented attitude, understanding that urgent needs must receive attention, but can remain focused and level-headed in times of stress
- Excellent bilingual skills in Inuktitut and English (verbal, written, and on computers)
- Comfortable communicating with individuals at all levels within an organization and in the community
- Ability to pass a criminal record check and adhere to Ilisaqsivik's code of ethics
- Proven ability to maintain confidentiality
- Ability to work overtime when necessary

#### Salary & Benefits:

- PERMANENT position; salary: commensurate with experience
- Eligible for benefits and Group Retirement Savings Plan with 5% matching from Ilisaqsivik
- 2 weeks of vacation and up to 3 weeks Paid Time Off; paid days for sick leave and personal days

Normal office hours, Monday – Friday 8:30 – 5:00 however may be required to work extra time on occasion. Successful candidate will be required to live and work in Clyde River.

Please submit your resume and cover letter in either Inuktitut or English by sending to Stephanie Tigullaraq at <u>HR@ilisaqsivik.ca</u>. Your cover letter should explain the reasons why you feel that you are qualified for this position.

