



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** **Interpreter/Translator**

This staff position is a key member of Inuktitut Interpreters/Translators working for Ilisaqsivik Society, by providing professional Inuktitut interpreting and translation. Culture and Heritage was created to safeguard and promote Nunavut’s culture, heritage, and language. As a community organization in Clyde River, there is expectation to support this and implement the mandate. The incumbent is expected to ensure the Inuit language and culture including Inuit Societal Values and Qaujimagajatuqangit are the basis of his/her work and to provide services.

### **Job Responsibilities:**

The translator provides translations from English to Inuktitut, or Inuktitut to English, of texts of all levels of complexity, to Ilisaqsivik Society Board and Operations, and Naujaaraaluit Hotel; and also may assist with simultaneous or consecutive interpreting at workshops, events, meetings as required.

- Provide Inuktitut to English and English to Inuktitut translations and consecutive or simultaneous interpreting services.
- Work with material of all levels of complexity, including policies, documents and discussions involving mental health, financial administrative terminology.
- Proof and edit written material to ensure accuracy.

### **Job Requirements:**

- Fluency in oral and written Inuktitut and English.
- Grade 12 education or relevant work experience.
- Good communication and interpersonal relation skills.
- Ability to translate and interpret with accuracy, with great attention to detail.

More information of the full job requirements and responsibilities is provided in the Job Description.

In general, the interpreter/translator will work normal office hours, Monday to Friday 8:30am to 5:00pm. However, he/she may be required to work more, and odd hours.

Successful Candidate will be required to live and work in Clyde River, Housing is not provided.

This is a full-time position with an annual salary and is eligible for Benefits and Group Retirement Savings Plan (GRSP).

Please submit your resume and if you would like a cover letter to Stephanie Tigullaraq Kautuk or email at [HR@ilisaqsivik.ca](mailto:HR@ilisaqsivik.ca) Your cover letter should explain the reasons why you feel that you are qualified for this position. Resumes and cover letters can be written in both Inuktitut and English.

**Closing Date: Until Filled**

