



JOB ADVERTISEMENT
Executive Coordinator
Cambridge Bay, Nunavut

The Kitikmeot Inuit Association has an immediate opening for an Executive Coordinator in Cambridge Bay. This is an indeterminate position.

The position is responsible for the provision of administrative support to the Executive Director, performing a wide variety of complex secretarial and administrative functions requiring initiative, independent judgment and extensive knowledge of Board organization and administration. Work entails provision of schedule planning and support; travel arrangements including board meeting logistical support; records management support including filing; and overall KIA office management support including supervision of a Clerk/Receptionist.

Salary Range \$89,869 – \$113,886. KIA has a comprehensive employee benefits package plus \$26,464.66 Northern Allowance. **Housing may be available for this position.**

The ideal candidate will have good supervisory skills, high-level written and communication skills in English, and knowledge of computer software including word processing, electronic mail and communication programs, obtained through completion of a diploma in public relations or administration. Equivalent combinations of education and experience will be considered. **The ability to communicate in Inuktitut or Inuinnaqtun is an asset.**

Interested applicants are encouraged to submit a cover letter and a resume, giving education and work experience to:

Sherry Emingak
Director of Finance
Kitikmeot Inuit Association
P.O. Box 18
Cambridge Bay, Nunavut
Or by email to: semingal@kitia.ca

Preference will be given to Inuit beneficiaries who meet the qualifications for the job as outlined.

Applicants with questions are encouraged to contact Sherry Emingak, Director of Finance at (867) 983-2458, or by email to semingal@kitia.ca.

KIA will only contact those candidates considered for an interview. Job offer is contingent upon a satisfactory criminal record check.

Closing Date: February 27, 2026.