



## **JOB ADVERTISEMENT**

### **Communications Coordinator**

### **Cambridge Bay, Nunavut**

The Kitikmeot Inuit Association (KIA) has an immediate opening for a Communications Coordinator in Cambridge Bay. This is an indeterminate position.

Under the direction of the Manager of Communications, the position will ensure KIA staff have the communications tools, materials, advice and support they need; and assist the KIA in communicating effectively with Inuit Beneficiaries, other Inuit organizations, government agencies, and the general public. The position is also expected to provide IT support to KIA staff by handling minor requests such as trouble shooting hardware, software and connectivity issues.

Salary Range \$98,084 – \$124,505. KIA has a comprehensive employee benefits package plus \$26,464.66 Northern Allowance. **Housing may be available for this position.**

You must have a Grade 12 or equivalency, good oral and written communication skills in English, and good proof reading and copy-editing skills. **The ability to communicate in Inuktitut or Inuinnaqtun is an asset.** Knowledge of WordPress, SharePoint and/or using Facebook is also an asset.

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

James Kaylor  
Manager of Communications  
Kitikmeot Inuit Association  
P.O. Box 18  
Cambridge Bay, Nunavut  
Or by email to: [jkaylor@kitia.ca](mailto:jkaylor@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 [semingak@kitia.ca](mailto:semingak@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.**