



JOB ADVERTISEMENT
Community Liaison Officer
Cambridge Bay, Nunavut

The Kitikmeot Inuit Association (KIA) has an immediate opening for a Community Liaison Officer (CLO) in Cambridge Bay. This is an indeterminate position.

Under the direction of the Manager of Communications, the position will serve the community as the primary representative in Cambridge Bay on all functions of KIA's mandate. The CLO is responsible for ensuring beneficiaries receive accurate information concerning KIA's activities and that KIA receives timely information on issues important to Beneficiaries. Other responsibilities include, but are not limited to, preparing Bereavement and Compassionate requests, and acting as the Secretariat for the Community Beneficiary Committee.

Salary Range \$78,032 – 99,092. KIA has a comprehensive employee benefits package plus \$27,311.52 Northern Allowance. **No housing is available for this position.**

You must have Grade 12 or equivalency and have good oral and written communication skills. **The ability to communicate in Inuktitut/Inuinnaqtun is mandatory.** The successful candidate should have the ability to plan and coordinate events, work with the public without prejudice, and have good office procedure skills.

Job Offer is contingent upon a satisfactory criminal record check.

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

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

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

Applicants with questions are encouraged to contact James Kaylor at (867) 983-2458 ext. 1014.

KIA will only contact those candidates considered for an interview.

Closing Date: June 5, 2026.