

P.O. Box 235, IQALUIT, NU X0A 0H0 P: (867)979-5314  
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## Administrator

IDEA seeks to fill the vacant position of Administrator. In this position, you will be responsible for:

- Co-ordinating board, committee and public meetings;
- Conducting research, analysis and IDEA information management;
- Drafting communications and management of distribution;
- Implementing strategic planning goals;
- Managing day-to-day administration;
- Managing bus routes and issues/concerns with contractor;
- Timely announcements via social media and radio re school closures, and;
- Managing third party usage for IDEA school facilities.

Proficient in Microsoft Word, Excel, Powerpoint, Projector operation, and Zoom required.

English is essential and the ability to speak/write/understand Inuktitut an asset.

Starting salary for this position is \$ 85,000 – 100,000, and will commensurate with experience. Vacation days: starts at 15 days per year and Christmas school closure.

Housing is not available, however, a housing allowance is available.

This is not a Government of Nunavut position.

To apply, please email your cover letter and resume to [chairperson@iqaluitdea.ca](mailto:chairperson@iqaluitdea.ca). Also, for further information please email to same address.

### **Application Deadline: Open until filled.**

- IDEA is committed to serving the needs of parents, students and school administrators in education at Aqsarniit, Inuksuk, Joamie and Nakasuk Schools;
- Priority will be given to Inuit beneficiaries that self-identify.
- Only candidates selected for interviews will be contacted.
- Employment requires a Criminal Record Check/Vulnerable Sector Check with RCMP.