

EMPLOYMENT OPPORTUNITY



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INUIT INGILGAAGNITTANIK TIGUMIAKTIKHANIK
INUIT HERITAGE TRUST INC
FIDUCIE DU PATRIMOINE INUIT INC

Position: Community Coordinator, Archaeology

Tenure: Indeterminate

Location: Iqaluit, NU

Inuit Heritage Trust (IHT) is seeking a **Community Coordinator, Archaeology**, to play a vital administrative and engagement role in preserving Inuit cultural heritage. This position is responsible for facilitating the archaeology permit application process, managing essential records, and fostering strong relationships with Nunavut communities. This position also coordinates the Elder Recognition Award and promotes awareness of IHT's archaeology guidelines.

Reporting to the Director of Archaeology, the key responsibilities include:

- **Permit Application Administration:** Managing the intake and tracking of archaeology permit applications, preparing and sending review packages to communities, following up for feedback, supporting the IHT Board's decision-making process, and communicating with government counterparts.
- **Records Management:** Maintaining application and report records, digitizing files, ensuring all documentation is accurate and up to date, tracking site visits.
- **Community Engagement:** Acting as a key liaison between archaeologists and communities, promoting IHT's Archaeology Guidelines, raising awareness about Nunavut archaeology, and promoting archaeology work and learning opportunities for Inuit.
- **Award Coordination:** Coordinating the nominations and selection process for the Elder Recognition Award.
- **General Support:** Supporting IHT events and outreach, assist with the development of heritage related educational materials, and supporting special projects like the Nunavut Inuit Heritage Centre.

The successful candidate must have excellent written and verbal communication skills, strong administrative and organizational skills, and experience with records management and community coordination. Post-secondary education in a related field is generally required but a combination of work and lived experience will also be considered. Proficiency with Microsoft 365 is required.

Fluency in English is required. Fluency in Inuktitut is preferred (training may be provided).

Salary range is competitive and includes a Nunavut Northern Allowance. Housing is **not** included.

To obtain more information or to submit your resume please email us at heritage@ihiti.ca

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CLOSING DATE: October 15th, 2025, 5:00pm EST