



## **Communications and Administrative Specialist Gwich'in Land and Water Board, Inuvik, NWT**

### ***The Gwich'in Land and Water Board (GLWB)***

The GLWB provides for the conservation, development and utilization of land and water resources for the optimum benefit of residents of the Gwich'in resource management area and the Northwest Territories.

### ***Inuvik, NWT***

Inuvik offers the comforts of urban living in an arctic setting. The community is within the taiga forest, just south of the tree line and west of the open tundra. The Arctic Ocean is 97 kilometres north and the Arctic Circle is 200 kilometres to the south.

### ***The Communications and Administrative Specialist***

We are seeking a highly motivated and organized individual to provide advice and support related to communications and policy development for the four Land and Water Boards and to monitor human resource, payroll or other administrative issues that may arise. The Communications and Administrative Specialist will:

- oversee the development of communication products to provide information on the Land and Water Boards
- provide advice and coordinate media relations and Board promotion activities
- provide administrative services and support to the GLWB Executive Director and Board, and
- provide management support and advice in the development and maintenance of Board policies and procedures.

### ***The Candidate***

You have a degree or diploma in Communications, Business Administration, Public Administration or a similar field with related experience.

You have knowledge and experience in:

- professional practices and principles of communications including theories, methods and delivery techniques
- media relations
- engagement, consultation and communication techniques, and
- policy development and implementation.

Equivalencies will be considered. Knowledge of the northern regulatory environment will be considered an asset.

**Salary and Benefits:** The Gwich'in Land and Water Board offers a generous salary and benefits package.

Please send a cover letter and resume highlighting your education and experience by 5:00 PM MST, May 27, 2016 in confidence to:

Gwich'in Land and Water Board  
c/o NorthWays Consulting  
northwayscareers@northwestel.net

We thank all those that apply, however, only those candidates selected for an interview will be contacted.