

- Manage translations (translator is in Iqaluit)
- Manage contracts with NWAC and other organizations
- Manage the bank account, tracking payment approvals, paying suppliers, preparing bills, preparing materials for the annual audit
- Apply for grants
- Develop a plan to move this casual employment contract to a salaried position.

Qualifications

- Solid understanding of the cultural, political and social context of Inuit women, including roles of governments and Inuit organizations
- Experience providing reliable and timely responses in a similar type of organization or business
- Capacity to handle the website (hosted through a C-panel application) either on starting the position or through approximately 15 hrs of training online (time and costs covered by NIWA)

Work Conditions

The individual will sign a contract with Amautiit to provide services on a casual basis. This is not a salaried position. Even after COVID restrictions are lifted, the position will require the individual to **work from their own offices**. Amautiit can provide support for equipment, software, office furniture and monthly telecommunications costs (eg. Internet and mobile).

Hours

This is a part-time position for about 15 hours per. Some weeks (approximately 5-10) will require up to 20 hrs per week in advance of meetings and to complete urgent paperwork, but other weeks can be reduced to compensate.

Compensation

Pay will be based on experience and the scope of responsibilities assumed by the individual selected. For someone located in the south (eg. Ottawa, Pembroke, Renfrew, etc.), the compensation range is \$30-40/hr, depending on experience. In the north (Nunavut), the compensation range is \$60-80/hr.

Application and Questions

Please send a CV and a summary of why you would be interested in the job to:

admin@amautiit.ca.

Deadline for Applications

20 November 2021

EMAIL TO: admin@amautiit.ca