

Financial

- Receive and verify accuracy and eligibility of municipal, contractor, project or class of activity and forwarding to the Senior Project Manager for review,
- Document receipt of registration fees and forward to the Senior Project Manager review,
- Classify invoices accurately according to proper course, project or class of activity,
- Assist in the preparation of monthly, quarterly and annual financial reports.

Reporting

- Maintain a participant database, tracking related information, attendance and training delivery outputs and data,
- Prepare reports on participation and course delivery for the Director of Operations,
- Retain accurate log of time spent on 3rd party funded projects such as CIRNAC.

Knowledge, Skills and Abilities

This is a busy, challenging and engaging opportunity. As the **ideal candidate**, you are:

- **a highly professional and engaging individual** with excellent written and verbal communication skills, strong familiarity and comfort with Microsoft suite of programs
- **an organizer**, adept at multi-tasking, setting priorities, developing work schedules and monitoring progress, data, information and activities
- **a planner**, determining strategies and following action plans
- **a problem solver**, assessing problem situations to identify causes, gathering and processing relevant information, generating possible solutions, and making recommendations to resolve the problem.
- **adaptable**, willing to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **a client-focused professional**, anticipating, understanding, and responding to the needs of the municipalities and municipal staff
- **a strong team player**, working cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness and
- **knowledgeable** on issues facing northern and remote municipalities

Your application

Submit your resume clearly demonstrating how your work and other experiences align with the essential qualifications listed below.

- Experience, education or training in adult education, human resource development, project management public administration or related fields plus two years related community development experience, preferably in a Nunavut municipality, organization or government.
- Experience with:
 - Managing projects,
 - Microsoft Suite and Teams,
 - Project Management software,
 - Organizing large events or delivery of training, etc. involving complex logistics and remote locations,
 - Researching, analyzing, writing promotional or marketing material and social media content,
 - Working collaboratively with clients, customers, partners or stakeholders, and
 - Working in a northern environment.

Candidates who have education, training, and/or experience equivalent to the essential qualifications listed above may be considered.