



*Sakku Investments Corporation*

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## **Job Advertisement – Communications Coordinator**

Sakku Investments Corporation (“Sakku”) has an opening for a Communications Coordinator within its head office located in Rankin Inlet.

Reporting to the Director of Operations, the Communications Coordinator will assist in developing and delivering Sakku’s Corporate Communications Strategy and will be responsible for disseminating aspects of corporate communications to local, regional, territorial, and national audiences. Through their work, the Communications Coordinator will create informative content, press releases, articles, and media opportunities to share on Sakku’s website and on different social media platforms.

### **Requirements**

- 2-4 years Post-Secondary Education in Communications/Journalism, Media Relations, or related field. Equivalencies in combined education and experience will be considered.
- Demonstrated proficiency in written and verbal communication skills in Inuktitut and English are required.
- Interaction with social media users and responses to messages, inquiries, and comments.
- Strong computer skills and proficiency in MS Suites, and database software.
- Demonstrated ability in preparing and delivering PowerPoint presentations for Board members, Sakku Executive and other stakeholders.
- Strong and demonstrated proficiency in developing and delivering creative content and conveying concepts through various forms of outreach.
- Must be willing and able to travel.
- Starting salary is \$75,000 per annum (commensurate with experience) with a northern allowance of \$8,000, a housing allowance of \$16,000 (based on eligibility), and a benefits package that includes an employee pension plan, group insurance, and vacation travel assistance.

### **Competition closes Friday, September 16, 2022.**

- Housing is available for this position and allocation is based on needs.
- Relocation from other Kivalliq communities will be supported.
- Preference will be given to Inuit enrolled under the Nunavut Agreement.
- Only applicants that are selected for an interview will be contacted.

**To apply for this position, email resume and cover letter to [hiring@sakku.ca](mailto: hiring@sakku.ca)**

**For a copy of the job description please send email to [hiring@sakku.ca](mailto: hiring@sakku.ca)**