



TOWN OF INUVIK

The Town of Inuvik is pleased to offer the following career opportunity:

SPECIAL PROJECTS AND EVENTS COORDINATOR – PERMANENT FULL TIME

Competition closes at 5pm MST on Tuesday June 16, 2023

The successful candidate will:

- Be honest, trustworthy and dependable
- Be a very adaptable team player
- Be understanding of the northern cultural, rural and political environment
- Have strong Microsoft Office skills (Outlook, Word, Excel & PowerPoint)
- Demonstrate experience engaging professional groups, visitors, government agencies, community members, sponsors, and other stakeholders
- Demonstrate at least 2 years' experience coordinating special events, projects and initiatives in a tourism industry setting
- Have a Post-Secondary Degree in communications, special event management, business administration and/or tourism management
- Have a valid Driver's License with the ability to obtain a Class 5 NT Driver's License
- Be willing to work indoors/outdoors, days, evenings, weekends, and some holidays

Equivalencies recognizing related education and experience may be considered.

The successful applicant must pass a current RCMP vulnerable sector criminal record check as a condition of employment.

The salary range is \$ 31.53 - \$ 43.79 per hour (approximately \$ 61,482 – \$ 85,387 per annum) with a Northern Allowance of approximately \$ 14,661.00 per annum.

Please refer to the position description for more details regarding expectations and responsibilities. A job description is available at the Town Office upon request. For more information, contact Adam Kovacs, Human Resources Officer.

Please submit a cover letter and resume to:

Adam Kovacs, Human Resources Officer

Phone: (867) 777-8603 Fax: (867) 777-8601 E-mail: hr@inuvik.ca

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