



Independent Environmental Monitoring Agency

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Job Description

Communications and Administration Specialist

1. Background

The Independent Environmental Monitoring Agency (the Agency) was established in 1997 under the **Environmental Agreement** signed by Canada, GNWT and BHP associated with Ekati mine. The Monitoring Agency is incorporated as a Society under the *Societies Act* of the Northwest Territories with the following Society membership: Tłı̄chq̄ Government; Akaitcho Treaty 8; North Slave Métis Alliance; Kitikmeot Inuit Association; Dominion Diamond Mines, ULC; Canada; and GNWT. The Agency's seven person Board of Directors is appointed by the members of the Society.

2. Identification

Position Title: Communications and Administration Specialist

Supervisor: Executive Director

3. Purpose

The purpose of the position is to provide communications, information management and administrative support to the Executive Director and Directors of the Agency.

4. Duties

The primary duties of the position are:

- To assist the Agency with all communications with its respective Society members (especially Indigenous communities), relevant mine staff, related agencies, government, other stake holders and the public;
- Provide logistical and administrative support for the scheduling and facilitation of community meetings, Board meetings, AGM and other events;
- Be responsible for ongoing management of the Agency's website and Facebook page including monitoring and updating information as necessary.
- Coordinate production of the Agency's Annual Report;
- Provide basic IT and computer related trouble shooting;
- Utilize social media, email, newsletters and telephone communications to increase public awareness of scheduled events and items of interest;
- To ensure the Agency is conveying information to communities, other Society members and the public in the appropriate form and media, including plain language summaries;

- To document and convey issues, concerns and recommendations from communities under the direction of, and at the request of, the appropriate Society member and/or Directors;
- To help develop communication methods and other tools that may include community meetings, open houses, face-to-face meetings with individuals or small groups, preparation of presentations and printed materials such as brochures and newsletters;
- Track deadlines to ensure established timelines are met; and,
- Track and maintain files associated with projects.

Other duties of the position include, but are not limited to:

- Provide administrative assistance to the Executive Director and Directors, as required;
- Maintain the Agency's in-house library of written and electronic resource materials;
- Maintain up-to-date distribution lists and contact information for communities, Board members and organizations;
- Conduct quality assurance on some outgoing Agency correspondence; and
- Attend meetings, workshops, site visits and other events as directed by the Executive Director. This may include the preparation of summary notes and minutes.

5. Knowledge, Skills and Abilities

- Post-secondary study or related experience in public communications and media relations;
- Knowledge of the North, Indigenous and environmental issues, including government and co-management structures;
- Excellent interpersonal skills: the ability to communicate clearly and effectively in written and oral form in technical and plain language, with a sound knowledge and awareness of cultural and language challenges in the north;
- Familiarity with northern development initiatives, including the mineral exploration and mining industry;
- Ability to work independently;
- Effective and culturally-appropriate communication techniques;
- Plain language writing;
- Understanding of the Agency's mandate;
- Website design (Wordpress) and maintenance;
- Social media etiquette;
- Experience working with Boards and Indigenous communities;
- Strong verbal and written communications skills;
- Excellent attention to detail and thoroughness.; and,
- Summarize technical and scientific information for a non-technical audience.

Fluency in an Indigenous language of one or more of the Indigenous Peoples in the region is an asset.

6. Reporting

This position reports to the Executive Director who is responsible to the Board of Directors of the Agency. When working with communities, the Specialist will work closely with the appropriate Directors and community leaders.

7. Travel:

This is a permanent full-time position based in Yellowknife. It will require periodic overnight travel to the communities of Łútsèl K'é, Behchokò, Whatì, Gamètì, Wekweètì and Kugluktuk, as well as the nearby communities of Dettah, Ndilo as well as the Ekati mine. Some travel will involve small aircraft. Occasional travel to southern destinations may be required. Total travel is not likely to exceed 3-5 weeks per year. Work will include occasional evenings and weekends.

8. Salary:

Salary will be commensurate with skills and experience. A comprehensive benefits package is included.