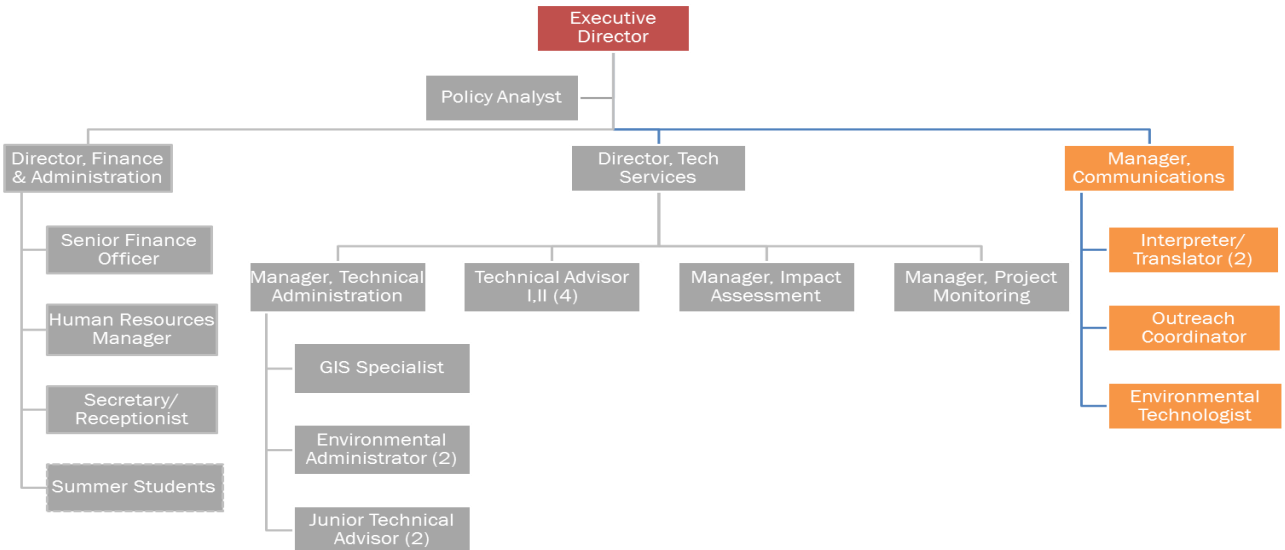


## I. General Information

<b>Position / Title:</b>	Environmental Technologist	<b>Date in Effect:</b>	October 31, 2015
<b>Department:</b>	Communications	<b>Reports To:</b>	Manager, Communications



## II. Purpose of Position

The Environmental Technologist assists in the development and maintenance of Nunavut Impact Review Board (NIRB) websites, databases and systems through a combination of self-directed work and liaising with internal personnel and external agencies/organizations. This position ensures the consistent and accurate delivery of technical and general information in an accessible online format for the general public.

## III. Essential Duties and Responsibilities

1. Develop and administer NIRB websites and social media accounts;
2. Oversee electronic and hardcopy filing of incoming and outgoing correspondence;
3. Coordinate responses to requests received under the Access to Information Act;
4. Maintain audio and interpreting equipment inventory;
5. Catalogue and maintain internal library resources;
6. Assist in the development of communications templates;
7. Compile and summarize data and information for senior management.

## IV. Other Duties and Responsibilities

1. Assist the Technical Services department with verifying information and populating data on the online public registry as required.

2. Liaise with external agencies and organizations to identify potential data sources and linkages for NIRB databases and systems;
3. Other duties as assigned.

#### IV. Qualifications

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Principles of effective public engagement/consultation</li> <li>▪ Nunavut Impact Review Board mandate</li> <li>▪ Website design and maintenance</li> <li>▪ Social Media etiquette</li> <li>▪ Effective and culturally-appropriate communication techniques</li> </ul>
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<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Strong verbal and written communications skills</li> <li>▪ Excellent typing and data entry skills.</li> <li>▪ Excellent attention to detail and thoroughness.</li> <li>▪ Summarize technical and scientific information for a non-technical audience.</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Good interpersonal skills including the ability to use tact and diplomacy</li> <li>▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset</li> </ul>
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<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Manage and organize large amounts of information.</li> <li>▪ Summarize technical and scientific information for a non-technical audience.</li> <li>▪ Task prioritization and effective time management</li> <li>▪ Work independently when needed</li> <li>▪ Cope with frequent interruptions and changes in priorities</li> </ul>
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<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Undergraduate Degree in information management</li> <li>▪ College degree/diploma with several years' work experience in positions with similar responsibilities</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 2 years' in an office administration setting</li> <li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting</li> </ul>
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#### VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long hours
- Able to work extended periods while seated at a computer

#### VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather

#### VIII. Mental Demands

- Prioritizing tasks and meeting deadlines
- Steady, routine, and repetitive tasks to be undertaken daily

