

**Communications Manager**  
**Nunavut Social Development Council**

**Job Definition Worksheet**

**JOB DEFINITION WORKSHEET**

**NAME: Makee**

**SHEET #: 1**

**POSITION: Communications Manager**

**RESPONSIBILITY: Provide interpreting & translating services**

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Provide translations and interpretation in Inuinnaqtun and Inuttitut	Translate 1 page (letter) / 15 minutes Prioritize documents for translation	Same	Full responsibility
	Proofread and provide 100% error free	“	“
	Provide complete translation equipment set-up for meetings and teleconferences	“	Full responsibility but check with Finance to confirm billing and prices
	Responsible to have other government and Inuit organization provide translated documents to NSDC	“	Full responsibility, but must ask for assistance if organizations don't comply
	Hire additional interpreters and translators as required	“	Full responsibility
	Ensure this function is operating within the budget established for the year	“	“
	Ensure all letters, documents and translated correspondence are logged and filed	“	“
Develop a list of Inuttitut and Inuinnaqtun translators and interpreters	Qualify their ability	Same	Fully responsible
	List must be kept up to date	“	“
	Develop a list of standard guidelines or standards for translators and interpreters		
	Utilize the new Inuit terminology being developed in Igloolik		
	Recommend training for language courses and deliver Inuttitut courses to staff with Inuttitut as their mother tongue (written & verbal)		

**JOB DEFINITION WORKSHEET**

**NAME:** Makee

**SHEET #: 2**

**POSITION:** Communications Manager **RESPONSIBILITY:** Represent NSDC at meetings, committees and special occasions

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Represent NSDC at all annual festivities and special events and meetings	National Aboriginal Day Nunavut Day Career Day Trade Shows Special events Language working group	Same	“
	All communications meetings		
	Conduct in a professional manner	“	“
	Understand completely the mandate, direction and objectives of the NSDC	“	“
	Report back on what took place	“	“

**JOB DEFINITION WORKSHEET**

**NAME: Makee**

**SHEET #: 3**

**POSITION: Communications Manager**

**RESPONSIBILITY: Develop a communicating and connectivity plan**

<b>TASK</b>	<b>STANDARDS</b>	<b>EXPECTATIONS</b>	<b>POWER TO ACT</b>
Sit on Nunavut Broadband Task Force	Attend and participate at all workshops	Same	Fully responsible
	Have a good working knowledge of the infrastructure required to support the communications requirements of Nunavut	“	“
	Inform Executive Director of all developments and commitments	“	“
	Determine NSDC broadband requirements and make recommendations	Will have six months to acquire this knowledge; then must deliver a NSDC broadband plan	“
Develop a website for NSDC	In all Nunavut official languages	Same	Full responsibility
	Kept up to date	“	“
	Critical documents posted on site within 3 days	“	“
	Easy to navigate and read	“	“
Develop a plan for providing alternative meeting mediums and settings	Cost effective	Same	Full responsibility
	Able to utilize various mediums and technology	“	“
	Can consider partnering or sharing with another organization e.g. NTI	“	“
	Has a capacity to accommodate remote locations	“	“
	Plan must have both short term and longer term phases	“	“
	Develop a strategy for the most effective use communications tools and media	“	“
Explore how to have once a month staff meetings with Igloolik using teleconferencing			

**JOB DEFINITION WORKSHEET**

**NAME: Makee**

**SHEET #: 4**

**POSITION: Communications Manager**

**RESPONSIBILITY: Issue documents, press releases communiqués and promotional material**

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Provide promotional items and material for Iqaluit And Igloolik Offices	Best price		
	High quality		
	Socially and culturally appropriate		
	Ordered and distributed on time		
	Follows NSDC purchasing procedures		
Issue press releases, public service announcements and communiqués	Wording is accurate		
	Information is all there		
	Appropriately translated		
	Meets professional writing standards		
	Issued within 24 hours of event where appropriate		
	Partner with NTI and other Inuit organizations to produce joint press releases and communiqués		
	Maintain communications with NSDC staff and other organizations to be aware of issues where press releases are required		
	Determine with other organizations and partners who should issue specific press releases		
Establish a network of external clients, agencies, communications organizations and media to whom documentation and press releases will be provided	Maintain ongoing relations with all networking partners		
	Maintain a complete list of networking partners and how NSDC exchanges information with them		
	Develop a plan for the release of various types of information		
	Develop a strategy for limiting information in cases where negative press is counterproductive		

*NSDC Performance Management Program*

Create a standard information package to be distributed to outside organizations like schools and the public	Ready by 01 09 30		
	In all Nunavut official languages		

**JOB DEFINITION WORKSHEET**

**NAME:** Makee

**SHEET #: 5**

**POSITION:** Communications Manager

**RESPONSIBILITY:** Provide internal communications and desk top services

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Work with the office in Igloodik to reflect and communicate their issues and developments			
Photograph and film and tape events as directed			
Establish a complete desktop publishing capacity and capability in NSDC			
Establish an internal NSDC network to whom communications and documents will be provided			

**JOB DEFINITION WORKSHEET**

**NAME: Makee**

**SHEET #: 6**

**POSITION: Communications Manager**

**RESPONSIBILITY: Publish the Annual Report**

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Prepare a draft Annual Report	Work with Executive Director and policy staff and special projects to get input		
	Work with communities to get input		
	Work with consultant and publishers and President for content and layout		
Prepare and distribute final version	Proofread prior to publishing		
	Prepare distribution list and distribute		