

## **Job Description – Office Administrator**

**Position Title:** Office and IT Administrator

**Reports To:** Director, Finance and Admin

**Location:** Montreal

**Employment Type:** Full-time, Permanent

### **Organization Overview**

Nunavut Independent Television (NITV) is an Inuit-owned media arts organization. NITV produces, broadcasts, and distributes programming that reflects the voices, stories, and perspectives of Inuit communities. Our organization is part of the Isuma media network, which includes Uvagut TV — Canada's first national Indigenous television channel. We are committed to community-based media, Indigenous language revitalization, and artistic innovation.

### **Position Summary**

We are seeking an organized, tech-savvy Office and IT Administrator to support our day-to-day administrative needs. This role supports our mission by ensuring the smooth running of our administrative office in Montreal and our satellite offices in the north.

### **Key Responsibilities**

- Coordinate general office operations, including supplies, facilities, and vendor relationships.
- Answering office telephone.
- Triaging general email accounts.
- Triaging office mail.
- Support HR functions such as onboarding, timesheets, vacation schedules, and maintaining employee records.
- Assist with financial tasks as needed such as purchasing, invoicing, and booking travel and accommodations for staff.
- Schedule meetings, take minutes, and manage organizational calendars.
- Ensure compliance with internal policies and external regulations.
- Maintain filing systems (digital and physical) and support archival of media content and administrative records.
- Manage and maintain office IT equipment including computers, laptops, and office network.
- Liase with IT managment service.
- Troubleshoot and resolve technical issues for staff, with the support of IT consultant.

## Qualifications

- Degree or diploma in Accounting, Management, Business Administration, or related field
- Minimum 3 years of administration, management, or accounting experience, preferably in a nonprofit or Indigenous organization
- Skilled with basic business software such as Microsoft Office
- Strong organizational and communication skills
- Experience with project management systems an asset
- Understanding of Inuit culture and community-based organizations is an asset
- Inuktitut language skills or experience working in Northern communities is a strong asset

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## Job Posting – Office Administrator

**Position:** Office and IT Administrator

**Organization:** Nunavut Independent Television (NITV)

**Location:** Montreal

**Salary:** \$80,000 - \$100,000

**Employment Type:** Full-time, Permanent

**Application Deadline:** June 2, 2025

Are you a detail-oriented professional who wants to contribute to Indigenous media, language revitalization, and community-based storytelling? Nunavut Independent Television (NITV) is looking for an **Office Administrator** to support our diverse and growing organization. NITV is behind Uvagut TV — Canada's first national Indigenous television channel — and is an internationally recognized Inuit-owned media collective.

### About the Role

Reporting to the Director, Finance and Administration this role supports our mission by ensuring the smooth running of our administrative office in Montreal and our satellite offices in the north. The successful candidate is expected to work out of our Montreal office (Casgrain and Maguire).

## **Key Responsibilities**

### **What You Bring**

- 3+ years of experience in administration
- Strong knowledge of nonprofit or multi-funder financial environments
- Technically competent and able to set up and trouble shoot basic office IT needs
- Detail-oriented with strong organizational skills
- Familiarity with Indigenous communities, particularly Inuit or Northern organizations, is a strong asset
- A collaborative approach to problem-solving and team support

### **Why Work With Us?**

- Be part of an Indigenous-led organization with a national and international impact
- Help amplify Inuit voices through powerful and community-rooted media
- Competitive salary and benefits
- Flexible work arrangements, including potential for some remote work
- Meaningful work that supports Indigenous language and culture



**Deadline to Apply:** June 15, 2025



**To Apply:** Email your resume and a brief cover letter to [tory@legacybowes.com](mailto:tory@legacybowes.com)

**NITV strongly encourages applications from Inuit and Indigenous professionals, and we welcome candidates from Northern and remote communities.**