



ᓇᓇᕗᒻᒥ ሙጀጀጀ ሚጀጀጀ ሚጀጀጀ ሚጀጀጀ ሚጀጀጀ
NUNAVUMI MALIGALIUQTIT
NUNAVUT LAW FOUNDATION
LA FONDATION DU DROIT DU NUNAVUT

Seeking an Administrator

Reporting to the Board of Directors, the Nunavut Law Foundation is seeking a well-rounded, organized and passionate individual to fill the position of Administrator starting in September.

The successful candidate would ideally be able to travel to attend the annual meeting of the Association of Canadian Law Foundations (ACLF) taking place from September 19-21 in Vancouver.

Part-time position 10 hours per month (minimum)

Hourly rate \$85/hour

Preferred hiring Nunavut Inuit

How to apply Please send your resume and cover letter demonstrating your overall skills and experience to meet the various responsibilities.

Contact administrator@nulf.ca

Deadline to apply Friday August 23

Mandate

The Nunavut Law Foundation is a non-profit organization which manages a fund to provide grants and awards , support important law-related projects and various initiatives in Nunavut. The funds received by the Foundation come from lawyers practicing in Nunavut.

The Foundation is governed by a five-member Board of Directors, four of whom are lawyers with one member of the public.

You can learn more about the Foundation: www.nunavutlawfoundation.ca

Responsibilities

- 1. Board meetings:**
 - canvass and schedule meeting dates
 - draft agenda & minutes
 - prepare all materials including resolutions and ensure follow-ups for outstanding items
 - maintain and organize meeting records
 - develop and update policies
 - oversee the implementation of the strategic plan in collaboration with the Board
- 2. Financial management – Manage every aspect of the Foundation’s financials including:**
 - oversee the entire annual audit process with appointed auditor
 - ensure invoicing/payments are completed in a timely manner
 - ensure transfer of levies owed by the Law Society of Nunavut to the Foundation are received including post-audit
 - standardize approval process for online payments on a case-to-case basis
 - general monitoring of the Foundation’s investments in collaboration with the Board and financial advisor
 - develop and update policies
- 3. Interest On Lawyers’ Trust Accounts (IOLTA):**
 - manage IOLTA revenues
 - maintain communication with financial/banking institutions in relation to respective agreements
 - collaborate with the Law Society of Nunavut to ensure all members who must maintain an interest-bearing trust account are in compliance with subsection 57(2) of the Legal Profession Act
- 4. Maintain proper file management system:**
 - general file management
 - awards and grants
 - financials including for audit purposes
- 5. Awards and Grants:**
 - develop and implement a dissemination plan, based on a standardized annual calendar, for all Awards and Grants
 - identify new avenues for promotion
 - provide direct and ongoing support and guidance to interested applicants
 - conduct a preliminary review of applications
 - ensure follow-ups are completed in a timely manner and as applicable
 - For example, a successful nomination for an Upinnaqtuq Award requires consent from the youth’s parent or guardian.

6. Communication:

- provide support and guidance for the Chair's annual report
- maintain the Foundation's website www.nunavutlawfoundation.ca
- monitor the Foundation's designated and only email contact administrator@nulf.ca
- spontaneous outreach including through social media to promote the Foundation's mandate, awards and grants, etc.
- prepare press releases as the need may arise
- ensure translations are completed by a third-party (as needed) in a timely manner in at least two other official languages other than English

7. Association of Canadian Law Foundations:

- attend annually and report back to the Board