

INTERNAL/EXTERNAL POSTING



Inuuqatigiit-Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children and youth and their families, dedicated to providing cultural, educational, and support services in a caring, respectful and collaborative environment that fosters strong and proud Inuit children and families.

Position # 2024-90
Position: Family Well-Being Administrative Assistant
Posting Date January 8,2024
Start Date: January 15,2024
Hours: Full-Time Indeterminate
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Family Well-Being, the Family Well-Being Administrative Assistant supports the Family Well Being team in completing administrative tasks that maintains systems, improves communication within the team and other departments, and ensures a safe space for staff and clients in compliance with the current wise practices, relevant legislation and Inuuqatigiit Centre policies and procedures.

KEY DUTIES AND RESPONSIBILITIES

- Assist in the implementation of effective outreach strategies through the development of communications to community, agencies and parents as requested e.g., call-arounds, bulletin board, flyers.
- Assist in the planning and delivery of safe and culturally appropriate family/community events and activities,
- Identify and report on concerns and issues related to health and safety to the Manager of FWB.
- Enter data into HR database and compile reports as required by the Manager of FWB
- Assist in distributing employee/agency communications, i.e., memos, newsletters
- Support the planning of events for employees as required
- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from handwritten copy
- Distribute mail and other material for the FWB team and its clients, and coordinate the flow of information internally
- Distribute FWB and agency materials to other departments and organizations
- Answer telephone and electronic enquiries for the FWB team and relay telephone calls and messages appropriately
- May compile data, statistics, and other information to support research activities
- Other duties as required by the FWB Manager
- Support the development and maintenance of agency signage within the building
- Research information requested by FWB staff and communicate the results effectively

- Support efficient team meeting planning and documentation. (i.e., agenda items documented and distributed, collecting staff points to add to agenda, minute taking and distribution to the team in a timely manner)
- Assist in the planning and confirmation of team events
- Purchase supplies needed for clients as requested by FWB team workers, in collaboration with the FWB Manager.
- Regularly participate in supervision meetings with the FWB Manager
- Support FWB staff with the planning and implementation of the annual Christmas Sponsorship Program, including greeting sponsors appropriately when receiving their sponsorship, electronically documenting items received by sponsors, organizing the storage of gifts in an efficient system before distribution, supporting staff collecting the sponsorships to deliver to clients etc. under the direction of the Sponsorship Program lead and the FWB Manager
- Seek out opportunities for peer or other support as appropriate in preventing and coping with the effects of vicarious trauma
- Schedule and confirm appointments and meetings of FWB Manager
- Order office supplies and maintain inventory
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Arrange travel schedules and make reservations
- Input data elements into the database following programs, based on information provided by FWB staff (i.e., attendance sheets)
- Support the maintenance of thorough, orderly and confidential administrative tasks required by funder and Inuuqatigiit Centre, e.g., daily contacts, referrals, client files
- Support in maintaining accurate attendance records of all parent/family activities and events
- Attend meetings and/or professional development sessions as required
- Establish strong relationships with staff and community members
- Adhere to and promote the mandate and mission of Inuuqatigiit Centre.
- Other duties as required.

ACCOUNTABILITY

- Accountable to support the FWB team in maintaining the cleanliness of the safe space.
- Accountable to support the FWB team in planning/execution of events and activities.
- Accountable for maintaining paper and electronic files.

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with Inuuqatigiit Centre staff.
- Participate in conflict resolution when required
- Develop positive relationships with children/youth and parents at Inuuqatigiit Centre
- Provide emotional support and encouragement to parents
- Act as a positive role model to promote professional values and ethics within Inuuqatigiit Centre and to parents
- Demonstrate autonomy and initiative
- Actively participate as member of FWB team
- Assist in the planning, organization and delivery of Inuuqatigiit Centre Community events

EXTERNAL COMMUNICATIONS

- Communicate with parents i.e., letters, field trips, health bulletins, etc.
- Foster strong community engagement in FWB programs, e.g., Elders, resource people

- Liaise with other service providers, programs and professionals in the community to support and promote the FWBp

ENVIRONMENTAL FACTORS

- Support staff in respecting and adhering to deadlines related to their positions
- Meet all deadlines e.g., meeting minutes distributed, planning team activities, reporting information.
- Demonstrate stress resistance and stamina in supporting high need parents and families and addressing multiple demands
- Multi-tasking associated with delivering services
- Physical ability to access three story building
- Work regular and consistent weekly hours of work
- Work evenings and weekends to provide after hours crisis supports
- Required to work some evenings related to delivery of parent engagement activities
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services
- Ensure personal safety and precautions at all times
- Integrate the Inuit culture and language in all aspects of program responsibilities

QUALIFICATIONS AND REQUIREMENTS

- Must be of Inuit descent
- Certification in Administration, Office Studies or Management Studies Certification
- Must be able to communicate in Inuktitut
- Knowledge of the needs of Inuit children, parents & families
- Some knowledge of Inuit and non-Inuit community services and supports
- Ability to communicate effectively orally and in writing
- Ability to operate computer systems and relevant software
- Strong organizational, program planning, evaluation, fiscal management and problem-solving skills.
- Ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress, high noise environment
- Enthusiasm, flexibility, dedication and commitment to children
- Medical certification of good health
- Police Record Check required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures
- Driver's License an asset

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply to this position. Only those applicants selected for an interview will be contacted.