

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 # 2024-21
Position: CIMH Program Assistant
Posting Date April 17, 2024
Start Date: ASAP
Hours: Full-Time Determinate
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Community Initiatives and Mental Health, the Program Assistant is responsible for assisting with the delivery of program services and administrative duties. The incumbent must work to meet project deliverables and/or program goals while supporting the vision and mandate of Inuuqatigiit Centre.

KEY DUTIES AND RESPONSIBILITIES

- Welcome clients and maintain a safe, welcoming, and friendly environment.
- Provide support to children and youth attending programs and services, relaying their concerns to the appropriate team members.
- Assist with the delivery of program activities in collaboration with other program staff.
- Maintaining office supplies and placing orders when necessary.
- Assist Manager with obtaining and distributing taxi chits, bus tickets, and other resources for clients.
- Tracking and uploading of Visa statement reconciliation to Float card platform.
- Support physical space organization and office maintenance.
- Facilitate communication from Manager to the team to share administrative and other information.
- Coordinating team activities such as meetings and workshops.
- Attending team meetings and taking meeting notes.
- Performs routine office tasks, such as filing, copying, faxing, shipping packages, or other general office duties as needed.
- Set up tours of facilities for new staff and assist with their orientation and set-up.
- Coordinating key distribution and approved technical devices with IT.
- Maintain and update on-line counseling room booking sheet and other documents in SharePoint as required.
- Support team member registration in training programs.
- Develop documents and track information as requested by Manager.

- Coordinate and engage in the upkeep of office clean up and organization.
- Participate in monthly health and safety inspections.

ACCOUNTABILITY

- Punctual and maintains a good attendance record.
- Adheres to Inuuqatigiit Centre Policies and Procedures.
- Demonstrates effective time management skills.

WORKING CONDITIONS

- Work regular and consistent weekly hours of work; both from office and on-site visits.
- Required to work occasional evening hours.
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services.

KNOWLEDGE AND SKILLS

- Knowledge of Inuit and non-Inuit community services and supports.
- Knowledge of the Inuit culture and community.
- Fluency in Inuktitut is a strong asset.
- Good oral communication and writing skills in English.
- Strong computer skills; familiar with office software, Microsoft Office, Excel, and PowerPoint.
- Strong organizational skills: ability to multitask, balancing various responsibilities effectively.
- Ability to function effectively in a high-stress environment.
- Ability to work well independently and in a team setting.

QUALIFICATIONS AND REQUIREMENTS

- Inuit descent preferred.
- High school diploma or equivalent required.
- Knowledge of the Inuit culture and community.
- Knowledge of Inuit and non-Inuit community services and supports.
- Fluency in Inuktitut is an asset.
- Ability to communicate orally and in writing in English.
- Strong computer and administrative skills.
- Assistance in program delivery experience are asset.

CONDITIONS OF EMPLOYMENT

- TB Test and other immunizations up to date.
- Medical certification of good health.
- Police Record Check required in keeping with policies and procedures.
- CPR / First Aid Certification (or willingness to become certified).
- Proof of COVID Vaccinations– two doses and Booster

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuugatigiit.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 for this position. Only those applicants selected for an interview will be contacted.