

# 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.

<b>Position #</b>	2024-221
<b>Position:</b>	Post-Secondary Education Program Coordinator
<b>Posting Date</b>	April 19, 2024
<b>Start Date:</b>	ASAP
<b>Hours:</b>	Full-Time Determinate for 1 Year
<b>Salary Range:</b>	Inuuqatigiit Centre offers a competitive wage and benefit package

## POSITION SUMMARY

Under the supervision of the Manager of Youth Programs, the Post-Secondary Education Hubs Program Coordinator is responsible for the delivery of the Post-Secondary Education Hubs. The PSE Program Coordinator will support Inuit youth ages 17+ who are either planning or attending Post-Secondary Education within the Ottawa region.

## KEY DUTIES AND RESPONSIBILITIES

- Plan and deliver all aspects of the PSE programming (e.g. intake, outreach, daily drop-ins, weekly workshops/sessions, and data collections).
- Co-develop the Annual Service Plan as required by the funder.
- Ensure development and implementation of a full range of programs/services as identified in Annual Service Plan.
- Identify and report on concerns and issues related to the delivery of the program.
- Identify and coordinate culturally appropriate occasional staff, guest speakers, Elders, and resource people for the program.
- Work closely with transportation company to provide safe and appropriate transportation services to participants.
- Resolve issues that arise in delivery of the program.
- Adhere to and promote the mandate and mission of Inuuqatigiit Centre.
- Outreach to youth and connecting to internal and external partners.
- Promotion of the project to external and internal partners, programs, and academic institutions.
- Work collaboratively with Case Manager, Student Support, and Elder on the delivery of the PSE program.
- Understand and follow all program policies e.g., health and safety.
- Ensure program space is maintained in an orderly and inviting manner.
- Participate as a team member in supervising programs.
- Comply with all recording and reporting requirements outlined in Inuuqatigiit Centre policies and procedures e.g., incident reports.

- Maintain program equipment in good repair and share responsibility for keeping a healthy and safe program space.
- Identify and report on concerns, issues, and hazards.
- Monitor staff and participants' safety and well-being.
- Maintain thorough, orderly, and confidential administrative documents required by funder and Inuuqatigiit Centre, e.g. participation records, intake files, and children's files.
- Attend staff meetings and training sessions as required.
- Organize weekly staff meetings with internal team members.
- Adhere to funder requirements for the proper completion of PSE intake, PSE registration form, focus groups, pre-post surveys, and workshops.
- Apply and monitor rigorous financial systems and financial policies and report on the financial situation regularly. Work with and maintain a healthy budget.
- Meet all tracking, evaluation, and reporting requirements of funder and Inuuqatigiit Centre.

### **ACCOUNTABILITY:**

- Accountable for the well-being of individual clients who required additional supports.
- Accountable for the effective and efficient coordination of the PSE services in keeping with partner and funding agreements.
- May be required to work evening and weekend hours for programming and community events; and
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services.

### **WORKING RELATIONSHIPS**

- Develop positive relationships with youth, families, and external partners.
- Develop supportive and professional rapport with Inuuqatigiit Centre staff
- Act as a role model to promote professional values and ethics within Inuuqatigiit Centre.
- Provide leadership to staff and youth attending PSE hubs
- Work closely with other staff to help resolve problems arising in the delivery of programming for individual children.
- Actively participate as a member of the team and support fellow team members in delivery of services through open and regular communication.
- Community resources in supporting individual clients.
- Collaborate effectively with external partners, including academic institutions.
- Participate in professional development opportunities as recommended/required by Supervisor.
- Actively participate in annual performance review process

### **EXTERNAL FACTORS**

- Adhere to all deadlines related to meetings and development of individual plans
- Demonstrate stress management and energy in interacting with young children and parents.
- Ability to work in high-stress, high-noise areas.
- Regular physical activity associated with program activities.
- Mental effort is required to deal with stress related to safety and security of

children, program delivery, and communications with parents.

- Physical ability to access multi-story building and take care of children
- Work regular and consistent weekly hours of work
- Ensure personal safety precautions are always observed
- Demonstrate respect for and show interest in Inuit culture, values, beliefs, and traditions

## **KNOWLEDGE AND SKILLS**

- Written and spoken fluency in Inuktitut is an asset.
- Knowledge of the Regional Inuit Associations.
- Experience of 5 years working as a project manager and program coordination.
- Ability to communicate effectively orally and in writing.
- Ability to work in a collaborative staff team environment.
- Ability to function effectively in a high-stress, high-noise environment.
- Ability to operate computer systems and relevant software.
- Project management skill
- Understanding of the PSE Curriculum development, course selection, and scheduling.
- Exceptional leadership, communication, and networking skills.
- A passion for strengthening and growing the Inuit community through programs, events, and cultural activities.
- Experience working and maintaining a budget.
- Experience scheduling and organizing events, workshops, and activities for youth.

## **QUALIFICATIONS AND REQUIREMENTS**

- College or University diploma/degree in the field of Education, project management, CYC, social services.
- At least 5 years working with youth over 16.
- Experience working with Inuit or Indigenous communities.
- Ability to operate computer systems and relevant software.
- Strong organizational, program planning, evaluation, fiscal management, and problem-solving skills.
- Exceptional leadership skills
- Ability to respond effectively in crisis.
- Ability to work in a collaborative team environment.
- Ability to function effectively in a high-stress, high-noise environment.
- Enthusiasm, flexibility, dedication, and commitment to children and youth.

## **CONDITIONS OF EMPLOYMENT**

- TB Test if applicable and other immunizations up to date
- Medical certification of good health
- Vulnerable Sector Check required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures
- CPR / First Aid Certification (or willingness to become certified)
- Covid-19 Vaccinations and Booster

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