

## EDUCATION HUBS COORDINATOR - JOB DESCRIPTION

(INTERNAL/EXTERNAL POSTING)



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Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, 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 #** 2024-113  
**Position Title** Education Hubs Coordinator  
**Posting Date** May 9, 2024  
**Closing Date** June 30, 2024  
**Start Date** ASAP  
**Hours** Full time  
**Position Status** Determinate to June 30, 2025  
**Salary Range** Inuuqatigiit Center offers a competitive wage **and** benefits package

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### POSITION SUMMARY

Under the supervision of the Manager of Youth Programs, the Education Hubs Coordinator supports and coordinates the delivery of the Educational Hubs to promote school success for Elementary and Secondary school students..

### KEY DUTIES AND RESPONSIBILITIES

- Coordinate all aspects of daily programming in the Education Hubs;
- Arrange student transportation, purchase food and supplies;
- Collaborate with the Manager of Youth Programs in acquiring resources and equipment for participants;
- With the teachers, encourage/facilitate student engagement in academic curriculum, cultural activities, and age-group programming; and
- Cover teacher prep periods in the classrooms
- Work with Cultural teaching staff to provide cultural information, resources, and supports to hub staff to increase cultural competency;
- Liaise with Hubs teachers and staff and the OCDSB to meet needs of students and staff;
- Communicate with parents regarding their children's needs.
- Refer students to appropriate services as required;
- Connect Inuit youth not engaged in the Hubs programs, with tutors for academic support;
- Communicate with project partners on setting up virtual sessions for students in the program and non-attendees; and
- Support students with applications for post-secondary programs.
- With the teachers and as needed, gather student outcome data and complete required reporting;
- Maintain student charts/notes in a secure and confidential manner;
- Advise supervisor of any issues arising;
- Participate in case conferencing as need arises and ensure follow-up with appropriate resources;
  - Coordinate Education Hubs budget and ensure spending within budget requirements;

- Apply and monitor rigorous financial systems and policies;
- Complete funding reports per agreement schedule;
- Approve payroll and leave records; and
- Adhere to and promote the mandate and mission of Inuuqatigiit Centre.
- Accountable for the effective and efficient coordination of the Education Hubs program
- Accountable to meet funder/partner requirements for program deliverable and budgets
- Accountable for the safety and security of the participants in the program
- Develop supportive and professional rapport with Hubs teachers;
- Develop positive relationships with children and parents in the program; and
- Demonstrate courteous rapport with children, staff and guests.
- Facilitate teacher meetings on a regular basis;
- Act as a role model to promote professional values and ethics; and
- Assume leadership role for the Education Hubs.
- Assist in the planning, organization, and delivery of Inuuqatigiit community events (e.g. Inuit Day, AGM, etc.); and
- Support Hubs team in resolving team related issues.
- Communicate with partners and stakeholders, (e.g. OCDSB, tutors etc.); and
- Liaise with other service providers, programs, and professionals in the community to facilitate referrals and maintain effective linkages.
- Participate in professional development opportunities as recommended/required by Supervisor.

#### **ENVIRONMENTAL FACTORS**

- Demonstrate stress resistance and stamina in the coordination of the Hubs services;
- Meet physical and mental demands of full-day on-the-floor classroom setting; and
- Physical ability to access multi-storey building.
- Work regular and consistent weekly hours of work;
- 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.

#### **QUALIFICATIONS & REQUIREMENTS**

- Fluency in Inuktitut an asset;
- Knowledge of the needs of Inuit children and families;
- Knowledge of Inuit and non-Inuit community services and supports;
- Knowledge of each grade level requirements from Grade 1 through high school;
- Ability to communicate effectively orally and in writing;
- Ability to work independently and to task;
- Ability to operate computer systems and relevant software;
- Strong organizational, program planning, evaluation, and problem-solving skills;
- Ability to respond effectively in crisis situations;
- Ability to work in a collaborative staff team environment;
- Ability to function effectively in a high stress, high noise environment; and
- Enthusiasm, flexibility, dedication and commitment to children, youth and families.

**Please apply with a cover letter and up-to-date resume to:** Human Resources Department, at [jobs@inuugatigiit.ca](mailto:jobs@inuugatigiit.ca)

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***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 contact 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.***