

# 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- 138  
**Position:** Language and Culture Coordinator  
**Posting Date** December 16,2024  
**Start Date:** ASAP  
**Hours:** Full-Time-37.5 hours per week, Indeterminate  
**Salary Range:** Inuuqatigiit Centre offers a competitive wage and benefit package

## POSITION SUMMARY

Under the supervision of the Director of Programs, the Language and Culture Coordinator is responsible for the co-development of all activities under the Iliqatigiiktut - Learning Together Initiative. The Language and Culture Coordinator will also be responsible for ensuring Inuit Culture and Language is at the forefront of all Inuuqatigiit Programs and Services by collaborating with Cultural Educators in each department.

## KEY DUTIES AND RESPONSIBILITIES

- Coordinate and collaborate with Cultural Educators the language lesson plans using guides such as the Inuktitut Language Kit.
- Coordinate with management the development, process, procedures, and implement the Inuktitut Language Bonus,
- Encourage and facilitate Inuktitut language development in the children, parents and staff.
- Collect, develop, and maintain a wide selection of cultural teaching materials and activities for children/parents in collaboration with other Cultural Educators.
- Coordinate camps and training opportunities for Cultural Educators and cooks.
- Coordinate language camps for youth and adults in Inuuqatigiit Centre programs.
- Coordinate training and language camps for management and board of Directors.

- Assist Cultural Educators in planning activities that promote Inuit Qaujimagajatuqangit, cultural knowledge, traditions and skills, (e.g. qulliq, cultural circles, traditional games, etc.) throughout all child and family programs.
- Participate in meetings to share ideas, resources, and activities to promote cultural knowledge; and
- Identify, engage and schedule culturally appropriate guest speakers, Elders and resource people for the program.
- Provide a stimulating, caring and culturally appropriate drop-in environment.
- Provide guidance, support, and resources to Cultural Educators.
- Ensure cultural safety of space is maintained at all times.
- Adhere to workplan to meet all program outcomes and deliverables.
- Plan and implement ongoing program evaluation strategies; and
- Promote Inuit beliefs, values and traditions that support healthy families and child development. Promote cultural safety and relevance throughout all programming.
- Engage with staff to strengthen, develop, and promote language programs and services
- Establish connections and strong working relationships with staff
- Adhere to and promote the mandate and mission of Inuuqatigiit Centre
- Assist with Annual Community Events such as Inuit Day, Celebration of Success, Staff and Community Barbeques, Community Christmas Party, Annual General Meetings etc.
- Maintain thorough, orderly, and confidential administrative tasks required by funder.
- Keep administrative files and records e.g. attendance records
- Prepare reports as required by funders
- Attend staff meetings and training sessions as required
- Adhere to all policies and procedures

## **ACCOUNTABILITY**

- Accountable for supporting the effective and efficient coordination of the project in keeping with funding agreements
- Accountable for the safety and security of participants in project activities
- Accountable for the successful delivery of Inuktitut language to participants

## **WORKING RELATIONSHIPS**

- Develop supportive and professional rapport with staff team
- Develop positive relationships with Elders and other stakeholders.
- Participate in conflict resolution when required

## **EXTERNAL COMMUNICATIONS**

- Foster strong community engagement with project e.g. Elders, partners, and other stakeholders
- Work collaboratively with external partners

## **WORKING CONDITIONS**

- Work regular and consistent weekly hours of work
- May be required to work some evenings and weekends related to project activities delivery
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services

## **KNOWLEDGE AND SKILLS**

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- Fluency in Inuktitut required
- Understanding of Inuit culture and values through the development of Inuktitut
- Knowledge of the needs of Inuit youth and families
- Knowledge of Inuit and non-Inuit community services and supports
- Ability to communicate effectively orally and in writing, including listening, engaging, presenting, and reporting.
- Ability to operate computer systems and relevant software
- Strong organizational and critical thinking 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 youth and families

## **QUALIFICATIONS AND REQUIREMENTS**

- Must be of Inuit descent
- Nunavut Teachers Education Program Diploma, Nunavut Sivuniksavut Diploma, Management Studies Diploma. Or similar.
- Minimum 2 years' experience in project management, outreach, and community engagement
- Experience working with Inuit or Indigenous communities

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