INTERNAL/ EXTERNAL POSTING

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 #	2026-198
Position Title	Registered Early Childhood Educator (RECE)- EarlyON
Posting Date	September 4, 2026
Hours	37.5 hours per week
Position Status	Vacant role, Full-time Indeterminate
Salary Range	Starting at $49,750 plus benefits.

POSITION SUMMARY

Under the supervision of the Manager of Early Years the Early Childhood Educator plans and delivers a high quality and culturally-based Early Years program.

KEY DUTIES AND RESPONSIBILITIES

- Provide a stimulating, caring and culturally appropriate early learning environment for children aged 0- 6 years
- Share in the responsibility to plan and facilitate engaging, play-based EarlyON programs for children and their parents/caregivers.
- Create a welcoming, inclusive, and culturally safe environment for Indigenous families.
- Incorporate Indigenous culture, traditions, stories, language, teachings, and land-based learning into programming where appropriate.
- Build respectful and responsive relationships with children, families, Elders, Knowledge Keepers, and community members.
- Support parents and caregivers by providing information, resources, referrals, and opportunities for connection.
- Observe children's interests and development and use this information to support program planning.
- Promote positive social-emotional development, self-regulation, communication, and healthy relationships.
- Support transitions and connections to other early learning, education, health, and community services.
- Maintain accurate program documentation, attendance records, and required reports.
- Participate in staff meetings, professional development, cultural learning, and community events.
- Work collaboratively with other staff and community partners to provide responsive services to families.
- Recognize and respond to the needs of each child by using developmentally appropriate teaching and child behavior guidance and strategies
- Participate fully and consistently as a team member in caring for the children and in the overall operation of the program center
- Be familiar with and follow the Early Years annual workplans.
- Be familiar with How Does Learning Happen document.
- Be familiar with Inuit Qaujimajatuqangit
- Monitor health, safety, and well-being of children.
- Responsible for the constant supervision, safety, and well-being of children in Early Years programs

- Comply with all recording and reporting requirements outlined in Inuuqatigiit Centre's Early Years Policies &
- Procedures (e.g. daily log, incident reports, medication administration)
- Maintain program equipment in good repair and share responsibility for hygiene.
- Sanitize toys as required and outlined in policies and procedures.
- Other duties as required

ACCOUNTABILITY

- Accountable for the well-being of children and staff.
- Adheres to Inuuqatigiit Centre's Early Years Policy and Procedures.
- Keeps child, parent, family related information confidential at all times; and
- Demonstrates effective time management skills.

ENVIRONMENTAL FACTORS

- Must demonstrate stress resistance and stamina in caring for young children;
- Regular physical activity is associated with programming activities.
- Always ensure personal safety and precautions
- Integrate the Inuit culture and language in all aspects of program responsibilities

KNOWLEDGE AND SKILLS

- Fluency in Inuktitut would be an asset.
- Knowledge of the needs of Inuit children, parents, and families.
- 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 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.

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred.
- Fluency in Inuktitut is an asset.
- Knowledge of the needs of Inuit children and families.
- Knowledge of Inuit Qaujimajatuqangit, culture, and practices.
- Knowledge of How Does Learning Happen document.
- Early Childhood Education (ECE) diploma
- Registration with the Ontario College of ECE.
- Minimum one-year experience working with
- preschool/toddler age children.
- Minimum one-year experience working with Inuit or Indigenous communities.
- Enthusiasm, flexibility, dedication, and commitment to children.
- Knowledge of the needs of Inuit children and families.
- Ability to work in a collaborative staff team environment.
- Ability to function effectively in a high stress, high noise environment;
- Knowledge of COVID-19 Policies in an Early Years setting.
- First Aid/CPR certificate (or willingness to become certified) required.
- Current Police Record Check - Vulnerable Sector required in keeping with Inuuqatigiit Centre's
- Personnel Policies and Procedures.
- Medical certification of good health; TB test and other immunizations up-to-date;

and
- Proof of COVID-19 vaccine (Dose 1 & 2).

HOW TO APPLY:

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

Inuuqatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.

Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Eligibility list may be created to fill future vacancies. Job descriptions may be obtained by email or on the website.

Note that accommodation is available for applicants with disabilities throughout the recruitment process.

If you require specific accommodation, 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.

Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.

We do not use automated or AI- based systems to screen candidates. All applications are assessed by qualified hiring professionals We thank all those who applied.