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 # 2026-195

Position Title Tukimut Program Assistant

Posting Date March 31, 2027

Hours 37.5 hours per week

Position Status New position determinant to March 2027

Salary Range Starting at $42,500.00 plus benefits

POSITION SUMMARY

Under the supervision of the Under the supervision of the Manager of Family Well-Being, the Tukimut Program Assistant supports the Tukimut Coordinator and works collaboratively with the casual Youth Workers in the planning and delivery of community-based programming, engagement and support for the children using a holistic and cultural-centred approach and ensures safe spaces for children in compliance with the current wise practices, relevant legislation and Inuuqatigiit Centre policies and procedures.

KEY DUTIES AND RESPONSIBILITIES

- Support the planning, coordination, and delivery of culturally grounded after-school, camp, and community-based programming for Inuit children and youth.
- Assist the Tukimut Coordinator and work collaboratively with the Youth Workers in implementing daily program activities, special events, outings, and cultural experiences.
- Foster safe, inclusive, and welcoming environments that promote the physical, emotional, social, and cultural well-being of participants
- Assist in engaging families and caregivers through ongoing communication and opportunities for participation in program activities.

- Support the maintenance of thorough, orderly and confidential administrative tasks required by funder and Inuuqatigiit Centre, e.g. daily contacts, referrals, client files
- Support in maintaining accurate attendance records of all parent/family activities and events
- Support the purchase of supplies for the Tukimut programming as required.

ACCOUNTABILITY

- Accountable to the Tukimut team in maintaining the cleanliness of the safe space
- Accountable to the Tukimut team in planning successful events and activities
- Accountable to children during programming

WORKING CONDITIONS

- Develop supportive and professional rapport with IC staff.
- Participate in conflict resolution when required.
- Develop positive relationships with youth and parents at IC
- Provide emotional support and encouragement to participants.

SKILLS AND KNOWLEDGE

- Inuit descent required.
- Experience working with Inuit or Indigenous communities.
- Fluency in Inuktitut would be an asset.
- Knowledge of the needs of Inuit adults and families.
- Knowledge of Inuit and non-Inuit community services and supports

QUALIFICATIONS & REQUIREMENTS

- Post-secondary education in related field an asset.
- Experience working with Inuit or Aboriginal communities.
- Ability to communicate effectively orally and in writing in English

- Criminal Reference Check for the Vulnerable Sector Check required, in keeping with Inuuqatigiit policies and procedures
- Medical certification of good health and fitness to work
- Proof of COVID-19 vaccine (Dose 1 & 2) and booster
- TB Test if applicable and other immunizations up to date
- CPR / First Aid Certification (or willingness to become certified)

Please apply with a cover letter and up-to-date resume by to:

Human Resources Department

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 accommodations are 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