



**Employment Opportunity – Internal/External
Activities Coordinator (Youth Program)
Full-Time (35 hrs/wk)**

Term Position for 8 months with anticipated start date of August 2013

****NOTE: This position is contingent on TI securing funding for this initiative****

Overview:

Tungasuvvingat Inuit (TI), which provides a range of programs and services to Inuit, is seeking an **Activities Coordinator** to manage TI's Youth Program activities, ensuring that project objectives are met and the program is a success.

General Responsibilities:

- Recruit and liaise with Inuit elders, Inuit leaders and professionals, external service providers and project partners as required
- Supervise the co-ordination and roll-out of all Inuit youth activities and support services, taking into consideration the varying age groups involved
- Oversee the delivery of skills development workshops and activities. Ensure adequate support services for program delivery
- Meet with Ottawa urban area groups and assist with local linkages to support the youth program
- Ensure all reporting requirements on programs and services are completed
- Manage administration requirements such as program budget, petty cash, cheque requests, attendance/participant forms, etc.
- Follow TI's Policies and Procedures

Qualifications:

- Familiarity with employment-related and other issues facing Inuit youth
- Knowledge of Inuit culture and values
- Ability to oversee the development and delivery of programming
- Motivated and able to work independently
- Outstanding organizational skills
- Excellent interpersonal and communication skills
- Ability to speak and understand Inuktitut is an asset
- Computer literacy (MS Word, Excel, Internet)
- Ability to work in and contribute to a team environment
- Experience in facilitating workshops and information sessions
- Ability to work evenings and week-ends as required

Salary: Dependent on qualifications and experience

Deadline for applications is Friday, July 19, 2013

Interested candidates should send their resume and covering letter to: Hiring Committee, Tungasuvvingat Inuit, 604 Laurier Avenue West, Ottawa, Ontario, K1R 6L1 or by fax: 613-563-4136 or email: careers@tungasuvvingatinuit.ca

Please Note: Preference in hiring will be given to qualified Inuit candidates. The successful candidate will be required to provide a criminal reference check with results acceptable to TI. We thank all interested parties however only those selected for an interview will be contacted.