



**Employment Opportunity – Internal/External
Cultural Educator
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 a **Cultural Educator** to plan, design and deliver cultural education presentations and demonstration for the Ottawa community (including schools, organizations, and corporations as well as the Inuit community of the NCR).

General Responsibilities:

- Create, document and implement cultural presentations and related activities as outlined in the work plan
- Community engagement
- Delivery of skills development workshops and activities
- Capturing program participant data and reporting on programs and services
- Assist the program coordinator in the delivery of the overall program.
- Assist the program Coordinator in the Administration and management of the overall program and the program budget
- Abide by TI policies and procedures
- Other activities as may be required for the position

Requirements / Qualifications:

- Ability to plan, design and deliver cultural education presentations
- Fluency in Inuktitut and English
- Knowledge and appreciation of Inuit culture, values and beliefs
- Strong initiative; motivated and able to work independently and with a high degree of autonomy
- Proven track record of dependability and reliability
- Outstanding organizational skills
- Excellent interpersonal, communication and presentation skills
- Experience with group facilitation
- Ability to work effectively in stressful situations and under tight deadlines
- Computer literacy (Word, Excel, PowerPoint, email, internet)
- Availability to work evenings and weekends as required
- Valid Ontario driver's license is 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.