



**Employment Opportunity – Internal/External
Events and Program Coordinator
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 **Events and Program Coordinator** to plan, coordinate and manage cultural programming and events.

General Responsibilities:

- Create, document and implement cultural activities and programming as outlined in the work plan
- Co-ordination of all Inuit cultural activities, events and services
- Community engagement
- Facilitate cultural programming
- Recruitment of elders, guest speakers and cultural performers for specialized cultural knowledge
- Delivery of skills development workshops and activities
- Capturing program participant data and reporting on programs and services
- Assist the program educator in the Administration and management of the overall program and the program budget
- Assist/support the program educator in the delivery of cultural presentations
- Abide by TI policies and procedures
- Other activities as may be required for the position

Requirements / Qualifications:

- Ability to plan, coordinate and manage cultural programming and large events.
- Fluency in English
- Fluency in Inuktitut is a definite asset
- 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
- Ability to work effectively in stressful situations and under tight deadlines
- Computer literacy (Word, Excel, PowerPoint, email, internet)
- Availability to work evenings and weekends

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.