



## **CONTRACT SERVICES REQUIRED**

Regional Community Engagement Representative

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**Requirement:** Regional Representative

**Status:** Contracted Services

**Location:** Multiple

City of Ottawa, City of Toronto, Prescott-Russell County, Durham Regional County, Niagara Regional County, Waterloo Regional County, Halton Regional County, Simcoe County, Renfrew County, Nipissing County, Stormont-Dundas-Glengarry County, Northern Ontario (Algoma, Timiskaming, Thunder Bay, Sudbury)

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**Position Summary:** The regional representative works directly with Tungasuvvingat Inuit's (TI) representative NVision consultants and staff of TI to support local community engagements sessions and service providers by:

- Helping to identify local service providers and Inuit community members with names and contact information
- E-mailing information and questionnaires to community members, organizations, and schools in the region designated by TI;
- Sending invitations for engagement sessions to be held in their regions to targeted attendees.;
- Supporting NVision and Tungasuvvingat Inuit (T.I) by completing meeting logistics which may include: identifying venues, booking venues, arranging catering, purchasing identified items to support a community gathering, entertainment and arranging transportation services.
- Posting flyers and event posters and information about upcoming community engagements in prominent areas in the region; and
- Posting information for community to engage in On-line information surveys.

**\*Travel within the region is required.\***

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**Deliverables:**

Regional Representative

- Support and assist in facilitation to increase awareness and understanding of upcoming community engagement sessions for community members and to liaise with local service providers on behalf of Tungasuvvingat Inuit
- Assist with meetings between Tungasuvvingat Inuit and service providers
- Connect community members to Tungasuvvingat Inuit services and programs
- Participate in regularly scheduled meetings with Tungasuvvingat Inuit and NVision, via teleconference
- Attend community engagement sessions

**Contractors must possess the following Qualifications:**

- Excellent interpersonal communication skills
- Ability to speak Inuktitut an asset
- Good public relations skills
- Strong knowledge of community agencies and Inuit culture/history
- Ability to travel within the region

**Expressions of interest resume and cover letter should be sent to:**

*Crystal Martin, Cultural Policy Advisor*

**E-mail:** [culturalpolicy@tungasuvvingatinuit.ca](mailto:culturalpolicy@tungasuvvingatinuit.ca)

**Fax:** 613-563-4136

or drop off cover letter/resume to 1071 Richmond Road, Ottawa ON K2B 6R2