



Career Opportunity
Internal/External
Skills and Partnership Fund Coordinator
(Full-time, Indeterminate)

Tungasuvvingat Inuit's (TI) purpose is to empower and enhance the lives of Inuit. Since 1987, TI has been operating in Ottawa as a community-based counselling and resource centre.

Role Summary

Reporting to the Manager, Employment Services, the Skills and Partnership Fund Coordinator is responsible for the effective management of Tungasuvvingat Inuit's (TI) Skills and Partnership Fund Initiative which is funded by Employment and Social Development Canada. The Initiative seeks to train a cohort of 50 Inuit – 25 in the Qikiqtani Region of Nunavut and 25 in Ottawa – in frontline health and social services or management functions to strengthen the labour pool available to work for Inuit-serving organizations. This includes a specialized training-to-work experience project to bolster the Nunavut public service and TI in Ottawa, as a lead Inuit-serving organization.

Responsibilities

- Manage program staff (2 Learning Coaches)
- Support and play a hands-on role in various start up activities for the project, including the establishment and work of an Inuit Steering Committee
- Communicate, create awareness and promote the program to participants, community partners and other relevant stakeholders
- Support the call for project research proposals and assist in the selection of qualified contractors
- Ongoing monitoring of research projects underway
- Participate in the selection and recommendation of program participants
- Provide ongoing learning support for program participants
- Attend funder and partnership meetings and events as required
- Prepare reports for the funder and contribute to TI's annual report
- Working with Finance, ensure close monitoring and compliance with budgetary expenditures
- Ensure the accurate recording and tracking of student/participant data
- Collaborate with other TI program staff to harmonize and bridge client services
- Work closely with TI staff to identify new project opportunities and develop partnership strategies
- Follow TI policy and procedures; comply with applicable workplace and other regulatory legislation
- Ensure the proper handling and protection of personal and other confidential information of

participants

Education and Experience

- Post-secondary degree in business, economics or education or an equivalent combination of education and experience
- Social Services education and/or experience is considered an asset
- Previous work experience in the areas of education, economic/business development, training, employment counselling or business advisory services.
- Previous experience working with learning management systems is preferred
- Minimum three years' experience supervising, coaching and mentoring staff
- Three to five years of program management experience
- Previous working experience in a not-for-profit organization is preferred
- Previous experience working with Inuit is preferred

Knowledge, Skills and Abilities

- Language skills: fluency in English, written and oral required; Inuktitut language skills are a definite asset
- Knowledge and appreciation of Inuit culture and values
- Demonstrate a positive attitude and healthy work life balance, exemplifying Inuit Qaujimagatuqangit
- Knowledge of the unique needs and issues impacting Inuit communities and the employment barriers faced by Inuit
- Knowledge of adult education and online education is an asset
- Knowledge of the Ontario labour market
- Above average interpersonal, communication and relationship management skills
- Comfortable making presentations
- Adept in preparing reports and briefings
- Proven information management, project management and organizational skills
- Proficiency in the use of computers for word processing, e-mail and Internet
- Police Records Check – vulnerable sector screening
- Valid driver's license and own reliable vehicle

Working Conditions

- Comfortable office environment
- Work travel both within and outside Ottawa is required
- Occasional evening and weekend work is required

Deadline for applications is August 21, 2017

To apply, please submit your resume and cover letter to careers@tungasuvvingatinuit.ca

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The applicant hired for this position will be required to obtain a vulnerable sector police records check with results acceptable to TI. We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.

Accommodations for applicants with disabilities is available upon request.