



Tungasuvvingat Inuit
Career Opportunity
Internal/External
Piqalugaq Project Coordinator
(Term ending October 31, 2018)

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.

TI's Anti-human trafficking initiative is made possible through funding provided by the Ontario government's Anti-Human Trafficking Indigenous-Led Initiatives Fund. The purpose of this initiative is to develop an Inuit specific community response framework to support victims and prevent human trafficking.

Role Summary

The Piqalugaq Project Coordinator coordinates the development and implementation of the day-to-day activities of the Anti-Human Trafficking Program. The incumbent coordinates the efforts of service providers, community members, staff and consultants in the development of an Inuit-Specific community response framework to Anti-human trafficking.

Responsibilities

- Develop the project strategy, assist in the creation a detailed evaluation plan and framework and the development of a sustainability plan
- Submit interim and final progress and program reports as required
- Establish a diverse community advisory committee
- Establish and maintain an interactive partnerships committee
- Coordinate monthly working group session with internal team, community committee and partners to meet deliverables of proposed project
- Consult and collaborate with local and national Inuit organizations to promote the strategy as direct by the manager
- Promote the strategy through various medium (print, digital marketing, social media, etc.)
- Conduct community consultations in the province with all relevant stakeholders to support the ongoing development of the project framework
- Conduct an environmental scan of existing work related to anti-human trafficking to support the development of the program
- Work with rest of the Human Trafficking team to ensure the proposal is being accomplished in full
- Work with the external consultants to prepare the funding application for phase 2 of the project
- Actively seek out additional funding to support human trafficking related Initiatives
- Ensure the program is run within the prescribed time, scope and budget
- Follow TI's policies and procedures

- At all times, working in a manner that preserves confidentiality and seeks to minimize risks for clients, employees and the organization
- Participate in meetings, training and professional development initiatives as required
- Other tasks and duties applicable to the position

Education and Experience

- Knowledge on Anti-Human Trafficking within Canada
- Completion of diploma or degree in social sciences, social work or equivalent combination of education and work experience
- Minimum 1 years' experience with research and program development
- Previous experience coordinating a program similar in scope
- Previous experience working collaboratively with a team of (1-3 people)

Knowledge, Skills and Abilities

- Motivated and able to work independently
- Strong work ethic, excellent organizational skills, resourcefulness and flexibility
- Excellent interpersonal and communication skills; excellent relationship-building skills
- Group and one-on-one interview skills
- Knowledge of Inuit culture, values, Inuit Qaujimagatuqangit and traditional practices
- Familiarity with the socio-economic landscape impacting Inuit
- Thorough knowledge of Southern Inuit service providers
- Proficiency working in a Microsoft Office environment and with database-management tools
- Knowledge of social media and digital marketing will be considered an asset
- Ability to keep accurate and timely notes
- Availability to work evenings and weekends as required
- Inuktitut language skills are a definite asset

Working Conditions

- The Piqalugaq Project Coordinator works in a comfortable office environment, with steady interaction with clients, staff, visitors and callers
- Potential exposure to crisis and risk situations related to the program content and nature
- Travel may be required on a monthly basis

Deadline for applications is December 7, 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.