

Education and Experience

- Post-secondary degree in Social Work, Education, Sociology and Psychology 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, community support, social services or counselling
- Experience planning, directing, facilitating, modeling or coaching professional development for adult learners
- Previous experience working with learning management systems is preferred
- Minimum three years' experience supervising, coaching and mentoring individuals
- Previous working experience in a not-for-profit organization is preferred
- Previous experience working with Inuit is preferred

Knowledge, Skills and Abilities

- Skilled in problem solving so that when obstacles arise, coaches can help students as well as those in the students' support network (e.g., family, peers, employers, case managers) identify the barriers and brainstorm ways to overcome those barriers to get the students back on track
- The ability to communicate clearly and diplomatically with diverse populations, including students, employers, and other professionals; communication skills include paraphrasing, reflective listening, asking open-ended questions as well as the ability to provide clear instructions and effective praise
- Effective coaching and mentoring skills
- Knowledge and understanding of student and adult learning principles and online education
- Knowledge of the Ontario labour market
- Language skills: fluency in English, written and oral required; Inuktitut language skills are preferred
- Knowledge and appreciation of Inuit culture and values
- Demonstrate a positive attitude and healthy work-life balance, exemplifying Inuit Qaujimajatuqangit
- Knowledge of the unique needs and issues impacting Inuit communities and the employment barriers faced by Inuit
- 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 May 28, 2018

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.