



- Engage youth in exploring personal talents to nurture their cultural, social, and personal talents and assists with connecting youth to strategies for change
- Planning and implementation of programming workshops including purchasing and preparation of food
- Delivery of workshops and activities, responding to the varying needs of individuals (such as health, risk factors and nutrition)
- Maintain the activity space and ensure the environment is clean and safe for infants, toddlers and children
- Gather participant data and complete activity reports on programs and services delivered,
- Complete quarterly and annual reports with respect to data and narratives as per funder requirements,
- Assist with administration requirements such as petty cash, cheque requests, attendance/participant forms, etc.,
- Follow TI's Financial and Personnel Policies and Procedures,

### **Qualifications**

- Familiarity with employment-related and other issues facing Inuit youth, living outside of Inuit Nunagnat
- Experience with group facilitation
- Ability to develop and deliver programming including; culture-specific programming
- Motivated and able to work independently
- Outstanding organizational skills
- Excellent interpersonal and communication skills
- Fluent in Inuktitut and English is preferred
- Knowledge of Inuit culture and values
- Computer literacy (MS Word, Excel, Internet)
- Ability to work in and contribute to a team environment, with the ability to follow direction

### **Working Conditions**

The Youth Life Promotion Coordinator works primarily in a comfortable office and programming space environment and will be required to travel outside the city for on the land programming purposes. Working off-site at community events is also required. Evenings and week-ends will be required.

### **Deadline for applications is March 17, 2019**

To apply, please submit your resume and cover letter to [careers@tungasuvvingatinuit.ca](mailto:careers@tungasuvvingatinuit.ca)

Preference in hiring will be given to qualified Inuit candidates and 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.