ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ
Kivalliq Inuit Association
ᑎᑎᖅᑲᖃᖅᕕᒃ/P.O. Box 340, ᑲᖏᖅᓱᓂᖅ/Rankin Inlet, ᓄᓇᕗᑦ/Nunavut X0C 0G0
ᐅᖃᓗᑖ/Tel: (867) 645-5725 ᓱᒃᑲᔪᒃᑯᑦ/Fax: (867) 645-2348/645-2355ᐊᑭᖃᙱᑦᑐᒃᑯᑦToll free: 1-800-220-6581

EMPLOYMENT OPPORTUNITY

Youth Program Coordinator

Under the supervision of the Social Development Coordinator, the Youth Programs Coordinator will be responsible for coordinating work related to youth programming out of KivIA. The candidate will work closely with youth coordinators from other Regional Inuit Associations to plan Inuit Youth related activities.

Responsibilities and Duties

- Participate in regular meetings with stakeholders in the development of Inuit youth programs;
- Prepare and submit funding applications;
- Provide regular briefing notes and/or reports to update the Social Development Coordinator
- Travel and make presentations on the development of Inuit youth specific programming as needed;
- Plan and prepare Kivalliq youth leader meetings and conferences;
- Encourage awareness and involvement of Kivalliq youth in the development of Nunavut;
- Develop youth focused news letters

Qualifications

- Minimum of one year of project management experience; High School Diploma;
- Completed post-secondary education such as Nunavut Sivuniksavut is preferable;
- Undergraduate degree is considered a strong asset;
- Ability to demonstrate strong project coordination, time management and organizational skills;
- Effective oral and written communication skills;
- Ability to make effective presentations with a variety of means and audiences;
- Strong facilitation skills are considered an asset
- Outstanding interpersonal, communication and team-building skills are essential;
- Ability to work with multiple partners and various priorities;
- Ability to work under pressure with tight deadlines;
- The ability to speak Inuktitut is required.

Beneficiaries of the Nunavut Agreement will receive full consideration and priority.

Salary is based on qualifications and the KivIA provides a competitive benefits package. Housing is not available.

CLOSING DATE IS FRIDAY, SEPTEMBER 13, 2019 AT 5:00 PM CST.

PLEASE SUBMIT YOUR RÉSUMÉ TO: kivia@kivalliqinuit.ca

If you have any questions, contact Gabe Karlik, Executive Director, gkarlik@kivalliqinuit.ca