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Kivalliq Inuit Association

ᐱᐱᑖᑦᐸᐱᑦᐸᐱᑦ/P.O. Box 340, ᑲᑦᐱᑦᐸᐱᑦᐸᐱᑦ/Rankin Inlet, ᑲᐅᑯᑦᐸᐱᑦ/Nunavut X0C 0G0

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EMPLOYMENT OPPORTUNITY

PROGRAM COORDINATOR

Under the supervision of the Manager, Inuit Programs and Services, the Program Coordinator will be responsible for planning, developing and managing the efficient and effective delivery of Kivalliq Inuit Association's (KIA) program and services aimed at advancing Inuit Beneficiary culture, language, wellness, education, training and economic status within the Kivalliq Region. The incumbent assists the Manager, Inuit Program & Services by ensuring a stable source of third-party funding is obtained and that program and services offered reflect the needs of beneficiaries. The incumbent will also take part in developing objectives, strategic priorities, policies around programs and services, while consulting with beneficiaries. The incumbent will also be required to represent the Kivalliq Inuit Association at Federal, Territorial, Regional, or community meetings and events.

Responsibilities and Duties

- Attend KIA AGM meetings to receive information on current issues facing beneficiaries
- Meet with beneficiaries of the Kivalliq region frequently to discuss their needs
- Monitor potential third-party funding sources through effective communication with funding agencies
- Ensure proposals for access to funding are completed in a timely and professional manner
- Collaborate with the Department of Communications on preparing KIA annual reports
- Coordinating the preparation of KIA responses and queries regarding departmental activities
- Assist the Director in preparing quarterly and annual reports to the KIA Board of Directors

Knowledge, skills and abilities

- Knowledge of project management
- Knowledge of proposal writing, report writing and reporting achievements
- Knowledge of issues affecting beneficiaries in areas such as youth, elders, women and children
- Must have knowledge of Microsoft Office suite; Word Processing, Excel, Access (databases), PowerPoint, and internet
- Knowledge of effective oral and written communication techniques
- Ability to host special events, planning and coordination for delivery of programs
- Ability to transcribe and interview elders for collection of Inuit Knowledge
- Ability to manage time and set priorities with the ability to delegate tasks accordingly to meet objectives
- Ability to management stress
- Ability to work in a cross-cultural environment
- Ability to perform presentations in front of an audience
- Ability to problem solve effectively

The Knowledge skills and abilities are usually obtained through Post-Secondary education in the areas of Community and/or Social Development or related field, supplemented by two (2) years of relevant experience working on committees reflecting youth & elders. An equivalent that will be considered, includes a High School Diploma supplemented by three (3) years of relevant experience working on committees reflecting youth & elders. Oral and written communication skills in Inuktitut will be considered an asset.

Salary is based on qualifications and the Kivalliq Inuit Association provides a competitive benefits package. This position is located in Rankin Inlet, NU and Housing is not available.

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

[CLOSING DATE IS MARCH 13, 2020 AT 5:00 PM CST](#)

PLEASE SUBMIT YOUR RÉSUMÉ TO: kivia@kivalliqinuit.ca

If you have any questions, contact Shelly Nichol, Human Resources Manager, snichol@kivalliqinuit.ca