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

EMPLOYMENT OPPORTUNITY

YOUTH COORDINATOR

Under the supervision of the Manager, Inuit Programs and Services, the Youth Coordinator will be responsible for planning, developing and managing the efficient and effective delivery of Kivalliq Inuit Association's (KIA) programs and services. The Youth Coordinator will aim at advancing programs, activities and initiatives for youth and elders in the Kivalliq region by ensuring a stable source of third-party funding is obtained and that program and services offered reflect the needs of beneficiaries.

Responsibilities and Duties

- Act as liaison between the youth of the region and the board of the Kivalliq Inuit Association
- Work closely with other designated working groups representing Nunavut and the Kivalliq region
- Plan and prepare all Kivalliq youth leader meetings and conferences
- Design and develop a quarterly youth newsletter for Inuit of the Kivalliq
- Assist in the preparation of quarterly and annual reports to the KIA board of Directors
- Recruit volunteers to assist in the Social Development programs focused on youth
- Assist the Manager, Inuit Programs and Services with special organized events
- Undertake other work duties assigned by the Manager, Inuit Programs & Services when required

Knowledge, skills and abilities

- Knowledge of proposal writing, report writing and reporting achievements
- Knowledge of issues affecting beneficiaries in areas such as youth, elders, women and children
- Ability to read and comprehend simple instructions, short correspondence and memo's
- Ability to present in front of an audience
- Ability to problem solve effectively
- Must be self motivated with the desire to improve current situations

The successful candidate should have a Grade 12 Diploma and have a minimum of two (2) years' experience working with youth and elders, in addition you must have the ability to speak, read and write Inuktitut. Experience in coordinating events will be considered an asset. Equivalencies will be considered based on a combination of experience, education and community involvement.

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 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