



**Embrace Life Council  
Isaksimagit Inuusirmi Katujjiqatigiit**

## **JOB DESCRIPTION**

### **1. IDENTIFICATION**

<b>Job Title</b>	<b>Supervisor's Position</b>	<b>Community</b>
Program Coordinator, Qikiqtani	Executive Director	Iqaluit, NU

### **2. PURPOSE OF THE POSITION**

- To support the Embrace Life Council in fulfilling its mandate and responsibilities, including the implementation of the Nunavut Suicide Prevention Strategy Action Plan.
- This position will also provide support to the Executive Director.

### **3. SCOPE**

The Program Coordinator supports the Embrace Life Council by consulting with and delivering programs to interested Nunavut communities/community members with minimal supervision.

The incumbent deals with confidential matters relating to personnel, administration, finance and negotiations. The position requires the incumbent to work independently and create constructive partnerships.

### **4. RESPONSIBILITIES**

The Program Coordinator is responsible for:

- Strengthen IIKELC's network by liaising and working with stakeholders, communities and community members; identify and bring forward issues that require further action by maintaining close contact with member organizations and outside agencies. Conduct spontaneous community outreach and lead projects at the community/regional level.
- Securing training in order to facilitate desired programs/workshops in the community. Assist the Territorial Intervention Coordinator to organize and facilitate training/workshops in the Qikiqtani region; make travel arrangements if needed. Create and submit activity reports; maintain an efficient filing system; work within the parameters of an assigned and limited budget;
- Communicating and working with partners in an office; work proficiently with social media; contribute to public education initiatives; attend meetings/conferences as required. Support colleagues in achieving outcome.

- Applying for and secure funding to support programming; provide community support in accessing funding programs; write and submit appropriate substantiation reports;
- Assisting with organizing annual Embrace Life Day activities in Qikiqtani communities and with other special events as required (Pink Shirt Day, Mental Health Art Contest...)
- Representing the mission and vision of the Embrace Life Council in Nunavut

**5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The following knowledge, skills and abilities are required:

- This position requires a highly motivated individual with a capacity to work independently and at least a Grade 12 diploma and a minimum of two (2) years related work experience.
- Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered
- Fluency in Inuktitut is an asset.
- Proven Self-starter with strong motivation.
- Good knowledge of word processing and data base programs and computer skills are required, as is an understanding of confidentiality protocols;
- Strong organizational skills, time management and basic bookkeeping skills.
- Excellent communication skills, both verbal and written;
- Good minute taking, research and writing skills;
- Strong leadership skills and be able to take initiative;
- Strong analysis and planning skills and strong problem-solving abilities;
- Demonstrated cultural competency
- Demonstrated flexibility and adaptability to changing situations
- Proven ability to work well in a team environment.
- Proven ability to deal simultaneously with multiple files
- Proven ability to meet demanding deadlines.
- Proven ability to work in a sensitive environment
- Proven ability to work under high levels of stress/pressure.
- Knowledge of Inuit communities, suicide prevention and community wellness are an asset.

**6. WORKING CONDITIONS**

**Physical Demands**

- Occasional lifting of paper, equipment and boxes;
- Duty travel in Nunavut and some travel in Canada may be possible

**Environmental Demands**

- None.

**Sensory Demands**

- Long-term computer use may cause back and wrist pain.

**Mental Demands**

- Long-term computer use;
- Dealing with sensitive subject matter;
- Working independently
- Preparing reports against deadlines will cause stress; and
- Deadlines may cause overtime and may keep incumbent away from family.

**7. SALARY AND HOLIDAY**

7,5 hours a day, 5 days per week (37.5 hours)

Item	Cost (annual)
Salary	\$70,000-75,000 (depending on the experience)
Northern allowance	\$15,016
Health and Dental benefits	50% of the cost is included
Self-care budget	\$1,200
Total	\$86,216 to \$91,216 per year

Other benefits:

- Pension Plan
- Paid professional development (related to work)
- Vacation leave (starts with 15 working days, extra week after two years of service)
- ELC employees will also receive two weeks paid during Christmas closure

The position is a term until March 31, 2022, with the possibility of renewal.

**8. CONTACT**

If you are interested in applying for this job, please send your resume to Cecile Guerin, Executive Director at [cguerin@inuusiq.com](mailto:cguerin@inuusiq.com)

**9. CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
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