



**Embrace Life Council  
Isaksimagit Inuusirmi Katujjiqatigiit**

## **JOB DESCRIPTION**

### **1. IDENTIFICATION**

<b>Job Title</b>	<b>Supervisor's Position</b>	<b>Community</b>
Regional Coordinator-Training and Program Development	Executive Director	Rankin Inlet, 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.
- To coordinate all ELC training/workshops at the regional level and to support all trainers/facilitators from the Kivalliq region that work with ELC.
- This position will also provide support to the Executive Director.

### **3. SCOPE**

The Regional Coordinator-Training and Program Development supports the Embrace Life Council by:

- Consulting with and organizing training/workshops to interested Nunavut communities/community members in the Kivalliq region with minimal supervision.
- Networking with various stakeholders to develop Nunavut-specific programs and resources
- Developing programs in partnership or not with other organizations

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 Regional Coordinator-Training and Program Development is responsible for:

- Coordinating and organizing ELC training/workshops for all communities within the Kivalliq region; make travel arrangements for trainers/facilitators, create and submit training/annual reports to the supervisor and the funders. Maintain an efficient filing system; work within the parameters of an assigned and limited budget.
- Supporting the current ELC trainers/facilitators, recruit and train new trainers in the Kivalliq region (training for trainers)

- Assisting in the design, development, and maintenance of the Embrace Life Council website and other social media outlets.
- Assisting in coordinating the creation and delivery of Nunavut-specific programs and resources
- Promoting suicide intervention workshops and other ELC workshops in the communities and with the GN departments, Schools and partners
- Keeping up to date the annual training calendar and share it with the communities
- Reviewing/updating all ELC workshops and work with the Inuit Cultural Support Committee
- 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.
- 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.
- Providing community support in accessing funding programs; write and submit appropriate substantiation reports;
- Assisting the Program Coordinators with organizing annual Embrace Life Day activities in Iqaluit and with other special events as required (Pink Shirt Day, Mental Health Art Contest etc.)
- 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 minimum of two (2) years post-secondary education and 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;
- 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**

<p><b>Physical Demands</b></p> <ul style="list-style-type: none"> <li>• Occasional lifting of paper, equipment and boxes;</li> <li>• Duty travel in Nunavut and some travel in Canada may be possible</li> </ul>
<p><b>Environmental Demands</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<p><b>Sensory Demands</b></p> <ul style="list-style-type: none"> <li>• Long-term computer use may cause back and wrist pain.</li> </ul>
<p><b>Mental Demands</b></p> <ul style="list-style-type: none"> <li>• Long-term computer use;</li> <li>• Dealing with sensitive subject matter;</li> <li>• Working independently</li> <li>• Preparing reports against deadlines will cause stress; and</li> <li>• Deadlines may cause overtime and may keep incumbent away from family.</li> </ul>

**7. SALARY AND HOLIDAY**

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

Item	Cost (annual)
Salary	\$80,000
Northern allowance	\$18,517
Health and Dental benefits	50% of the cost is included
Self-care budget	\$1,200
<b>Total</b>	<b>\$99,717 per year</b>

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**

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