
Career Opportunity

Internal/External



Tungasuvvingat Inuit

Director, Employment and Education

Full-time, Indeterminate

It is the mission of Tungasuvvingat Inuit (TI) to provide Inuit-specific programs that contribute to the health and wellbeing of Inuit, and to encourage and support similar programs for Inuit across the country. With over 30 years of highly successful experience in crafting the design, development and delivery of a wide range of effective, client-centered services, TI continues to deliver quality programs and services that directly benefit our growing urban Inuit population.

TI is searching for a skilled and experienced director to effectively manage its Employment and Education programs in accordance with contribution agreements and program mandates. The Education and Employment department serves to respond to the continuum of labour market initiatives from all levels of government and to educate stakeholders at Provincial Learning Ministries towards a more knowledgeable approach to the design and framework for Inuit Education in Ontario. The incumbent will engage with external stakeholders to ensure effective and comprehensive client service delivery, policy development, and will represent TI at the municipal, provincial and federal level. Other key responsibilities of the position include:

- Overseeing the day-to-day operation of programs to ensure they meet the expectations of clients, funders and TI's Board of Directors;
- Planning, implementing and evaluating program services;
- Leading and coordinating department-wide strategic plans;
- Developing program-specific policies and procedures; reviewing existing policies and recommending changes;
- Overseeing and managing the existing case management and data collection system used;
- Researching funding sources and preparing funding proposals to increase organizational funds;
- Developing key stakeholder relationships to generate revenue contracts for labour market supports;
- Identifying and evaluating the risks to program clients, staff, management, volunteers, property, finances, goodwill, and image, as well as implementing measures to control risks;
- Representing TI at community initiatives which address broader social issues impacting Inuit; and
- Building and sustaining close, collaborative relationships with other Indigenous and Inuit organizations.

Qualifications

The ideal candidate will have a thorough understanding of Inuit culture, values, Inuit Qaujimajatuqangit (IQ), traditional practices and the unique needs and issues impacting Inuit communities. They will also have familiarity of education agencies, programs and supports for the Inuit community.

Excellent crisis management skills, interpersonal and communication skills, financial management skills and supervisory skills are necessary.

The ability to function in times of high stress, create and sustain a continuous learning environment, prepare proposals, reports and briefings, and use computers (Microsoft Office, e-mail and Internet) are all requirements of the position.

A University degree in Business Administration, Education or a related field is required; must have five (5) or more years of experience in one or more of the following areas: program management, advocacy or another relevant field and a minimum 3 years' senior-level experience in a community-based organization. An acceptable combination of formal education in addition to substantial related experience may be accepted.

Fluency in English is required and the ability to communicate in Inuktitut is an asset. Previous experience in skills development or education, as well as experience working with Indigenous populations are also assets.

Salary and Benefits

- TI offers a competitive salary;
- TI provides paid sick, personal and family sickness leave days, and a comprehensive group benefits insurance plan which includes a 24/7 confidential Employee and Family Assistance Plan;
- Vacation (3 weeks/year upon hire); and
- Group RRSP.

Deadline for applications is October 27, 2020

To apply, please submit your resume and cover letter to HRTI@sivummutolutions.ca.

TI's main office is located at 1071 Richmond Road, Ottawa, which is conveniently located close to Britannia Bay, walking and biking trails, and all major transportation access points. It is close to major amenities including gyms, malls and restaurants. Parking is free on the premise.

Interested candidates are encouraged to visit our website at www.tungasuvvingatinuit.ca to learn more about our programs and services.

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The successful candidate for this position will be required to obtain a vulnerable sector check with results acceptable to TI. We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.

Accommodations for applicants with disabilities is available upon request.