

# INTERNAL/EXTERNAL POSTING



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Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

**Posting #:**

**Position:** Post-Secondary Education Hubs Supervisor

**Posting Date:** February 19, 2026

**Start Date:** ASAP

**Hours:** Full-time Determinate for 13 months.

**Salary Range:** Starting salary of \$62,000.00 annually, plus benefits

## POSITION SUMMARY

Under the supervision of the Manager of Youth Programs, the Post Secondary Hubs Supervisor provides support to Inuit students who are either planning to or attending post-secondary education. The Supervisor is responsible for the coordination of the PSE Hub program while also managing a caseload of student support clients. This dual role requires both accountability to the funder, program development, and support to students, community partners and parents in promoting school and life skills success for elementary and secondary students.

## KEY DUTIES AND RESPONSIBILITIES

- Plan and deliver all aspects of the PSE programming (e.g. intake, outreach, daily drop-ins, weekly workshops/sessions, and data collections).
- Co-develop the Annual Service Plan as required by the funder.
- Ensure development and implementation of a full range of programs/services as identified in Annual Service Plan.
- Provide 1-1 case work for a client load of up to 20 program participants, this includes regular meetings in support of clients.
- Identify and coordinate culturally appropriate occasional staff, guest speakers, Elders, and resource people for the program.
- Resolve issues that arise in delivery of the program.
- Provide information and referrals to families needing additional supports for students' success in school or the workforce.
- Provide responsive and inclusive support services to parents and students including school registration, school integration, appointment accompaniment, supportive counselling, and assistance with communication and life skills.
- Encourage/facilitate parent/student engagement in school related activities.
- Advocate for the cultural and community needs of parents and students.

- Promote the PSE Hub Program within the community and develop appropriate promotional and information resources.
- Represent Inuuqatigiit Centre at meetings and presentations with stakeholders e.g. school boards, post-secondary institutions.
- Engage with various agencies and stakeholders to strengthen outcomes for Inuit students.
- Adhere to and promote the mandate and mission of Inuuqatigiit Centre.
- Outreach to youth and connecting to internal and external partners.
- Promotion of the project to external and internal partners, programs, and academic institutions.
- Maintain thorough, orderly, and confidential administrative documents required by funder and Inuuqatigiit Centre, e.g. participation records, intake files.
- Attend staff meetings and training sessions as required.
- Organize weekly staff meetings with internal team members.
- Adhere to funder requirements for the proper completion of PSE intake, PSE registration form, focus groups, pre-post surveys, and workshops.
- Meet all tracking, evaluation, and reporting requirements of funder and Inuuqatigiit Centre.
- Work collaboratively with Student Support and Elder on the delivery of the PSE program.
- Understand and follow all program policies e.g., health and safety.
- Ensure program space is maintained in an orderly and inviting manner.

### **ACCOUNTABILITY**

- Accountable for the effective and efficient coordination of program expectations and Student Support worker services in keeping with partner and funding agreements.
- May be required to work evening and weekend hours for programming and community events.
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services.

### **WORKING RELATIONSHIPS**

- Develop positive relationships with youth, families, and external partners.
- Develop supportive and professional rapport with Inuuqatigiit Centre staff
- Act as a role model to promote professional values and ethics within Inuuqatigiit Centre.
- Provide leadership to staff and youth attending PSE hubs
- Work closely with other staff to help resolve problems arising in the delivery of programming for individual children.
- Actively participate as a member of the team and support fellow team members in delivery of services through open and regular communication.
- Community resources in supporting individual clients.
- Collaborate effectively with external partners, including academic institutions.
- Participate in professional development opportunities as recommended/required by manager.

- Actively participate in annual performance review process

### **EXTERNAL FACTORS**

- Adhere to all deadlines related to meetings and development of individual plans
- Demonstrate stress management and energy in interacting with young people and parents.
- Ability to work in high-stress, fast paced environments.
- Work regular and consistent weekly hours of work
- Ensure personal safety precautions are always observed
- Demonstrate respect for and show interest in Inuit culture, values, beliefs, and traditions

### **KNOWLEDGE AND SKILLS**

- Knowledge of the Regional Inuit Associations.
- Experience of 2 years working as a project manager and program coordination.
- Ability to communicate effectively orally and in writing.
- Ability to work in a collaborative staff team environment.
- Ability to function effectively in a high-stress, high-noise environment.
- Ability to operate computer systems and relevant software.
- Project management skill
- Understanding of the PSE Curriculum development, course selection, and scheduling.
- Exceptional leadership, communication, and networking skills.
- A passion for strengthening and growing the Inuit community through programs, events, and cultural activities.
- Experience working and maintaining a budget.
- Experience scheduling and organizing events, workshops, and activities for youth.

### **QUALIFICATIONS AND REQUIREMENTS**

- College or University diploma/degree in the field of Education, project management, CYC, social services.
- At least 5 years working with youth over 16.
- Experience working with Inuit or Indigenous communities.
- Ability to operate computer systems and relevant software.
- Strong organizational, program planning, evaluation, fiscal management, and problem-solving skills.
- Exceptional leadership skills
- Ability to respond effectively in crisis.
- Ability to work in a collaborative team environment.
- Ability to function effectively in a high-stress, high-noise environment.
- Enthusiasm, flexibility, dedication, and commitment to children and youth.

### **CONDITIONS OF EMPLOYMENT**

- TB Test if applicable and other immunizations up to date
- Medical certification of good health

- Vulnerable Sector Check required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures
- CPR / First Aid Certification (or willingness to become certified)

**Please apply with a cover letter and up-to-date resume to:** Human Resources Department, at [jobs@inuuqatigiit.ca](mailto:jobs@inuuqatigiit.ca)

**Inuuqatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.**

**Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.**

**Eligibility list may be created to fill future vacancies. Job descriptions may be obtained by email or on the website.**

**Note that accommodations are available for applicants with disabilities throughout the recruitment process.**

**If you require specific accommodation, please contact the HR Department through the information provided above, so that we can make suitable arrangements with you.**

**When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.**

**Only those applicants selected for an interview will be contacted.**

**This position is dependent upon funding approval.**

**We do not use automated or AI- based systems to screen candidates.**

**All applications are assessed by qualified hiring professionals.**

**We thank all who apply to this position.**