



Employment Opportunity at Qupanuaq, a program under Arctic Children and Youth Foundation:

Program Coordinator

Position Title: Program Assistant for Inuit Child First Initiative Program

Hours: Monday-Friday 9:00 a.m. – 5:00 p.m.

Position Status: Full-time, one-year contract with 3 month probation period

Salary Range: ACYF offers a competitive wage and benefit package as well as housing stipend

Background: Inuit Child First Initiative (ICFI) is a program funded by the Government of Canada to ensure Inuit children are able to access supports they need to thrive. Qupanuaq works with Inuit children and families to connect them with essential education, health, social, and cultural support services and necessities of life. We engage in service navigation, advocacy and/or applying for ICFI funding with the ultimate goal of fostering strong and proud Inuit children and families. Our office is the first service coordination program in Nunavut and primarily services the Qikiqtani region.

Position Summary: As our ICFI program grows, we are creating new programs to address systemic needs of Inuit children and youth in Nunavut working in collaboration with governmental departments, NGOs, Inuit organizations and corporations. This position represents an exciting opportunity to work directly with children, youth and stakeholders to help run child and youth programs designed to address deeply rooted challenges for Inuit children and families in Nunavut, ranging from food insecurity to mental health. Under the supervision of the Program Manager, the Program Assistant works with the Qupanuaq team to assist, prepare and deliver all ICFI group programs and services while supporting the vision and mandate of Qupanuaq.

Key Duties and Responsibilities:

- Assist in planning and delivering high-impact child wellness project and program initiatives in line with funding and partner agreements;
- Facilitate a positive experience for program participants

- Ensure participant and staff safety
- Integrate Inuit culture and language in all aspects of programming;
- Engage in positive collaboration with other programs and staff in coordinating the effective use of equipment, facilities and personnel
- Comply with all program reporting requirements
- Maintain thorough, orderly and confidential administrative documents required by funders and Qupanuaq

Qualifications and Requirements:

- Proven experience and success in program delivery; experiencing with child and youth programming is considered an asset
- Knowledge of community services and supports available in Nunavut;
- Ability to communicate effectively orally and in writing;
- Ability to function effectively in a high-stress environment;
- Fluency in Inuktitut is an asset;
- Completion of police records check including vulnerable sector check

Please apply to: sindu@acyf.ca

Sindu Govindapillai, Qupanuaq Director

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent. We thank all who apply for this position. Only those applicants selected for an interview will be contacted.