



Employment Opportunity — Qupanuaq, Arctic Children and Youth Foundation

## Programs Manager

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**Location:** Nunavut (Qikiqtani region)

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

**Status:** Full-time | One-year contract with 3-month probation period

**Salary:** \$148,758 (\$114,750 base salary + \$16,008 NLA + \$18,000 Housing Stipend)

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### About Qupanuaq

Qupanuaq is a ICFI service coordination and advocacy hub for the Qikiqtaaluk region of Nunavut, operating under the Arctic Children and Youth Foundation. The Inuit Child First Initiative (ICFI) is a federal program committed to ensuring Inuit children can access the supports they need to thrive. Qupanuaq is part of how that commitment becomes reality — working alongside families to connect them with essential health, education, social, and cultural services, and the necessities of life.

We work across four areas:

**Service Coordination:** We provide individual navigation, advocacy, and ICFI funding support to foster strong and proud Inuit children and families.

**Programs:** When we identify recurring gaps, we partner with government, NGOs, and Inuit organizations to build high-impact, data-driven programs — from food security to mental health.

**Policy Advocacy:** We advocate for systemic change to eliminate service gaps for children and youth in Nunavut.

**Research:** In partnership with academic institutions, we evaluate ICFI-funded programs to build local, community-driven evidence for what works in child wellness.

### The Opportunity

The Programs Manager will play a central role in designing and delivering programs that address the systemic needs of Inuit children and youth across Nunavut. Working with government departments, NGOs, Inuit organizations, and community partners, this role offers the opportunity to build high-impact, data-driven solutions to deeply rooted challenges — from food insecurity to mental health.

Reporting to the Director of Qupanuaq, the Programs Manager is responsible for the full delivery of ICFI group programs and services, meeting program goals while advancing Qupanuaq's vision and mandate. This role calls for a genuine commitment to community.

## **Key Responsibilities**

- Identify new program needs and develop funding proposals in collaboration with the Qupanuaq team
- Design and deliver high-impact child wellness project and program initiatives in line with funding and partner agreements;
- Integrate Inuit culture and language in all aspects of programming;
- Ensure programs meet legislative requirements and Qupanuaq policies and procedures
- Meet evaluation and reporting requirements including overseeing quantitative and qualitative data collection and analysis
- Provide reports to the Director and other parties on programs and projects as required;
- Manage human resources, support hiring process for staff, and conduct performance reviews for program staff
- Represent Qupanuaq at meetings, presentations and conferences with stakeholders including partner agencies, funders and government.
- Engage with various agencies and stakeholders to develop and strengthen high quality programs and services.
- Collaborate with staff in developing, locating, and organizing staff training and capacity building opportunities

## **What You Bring**

- Proven experience and success in project/program management;
- Project Management certification highly valued;
- Experience in effectively managing human and financial resources;
- 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;
- Experience with grant writing;
- Fluency in Inuktitut is an asset;
- Completion of police records check including vulnerable sector check

## **How to Apply**

Submit your application to: [jeneca@acyf.ca](mailto:jeneca@acyf.ca)  
Jeneca Fanjoy, Qupanuaq Director