



Ilisaqsivik is an Inuit organization with the goal to strengthen and rebuild our communities and our futures. We run an unprecedented number and range of programs with a common thread—increasing wellbeing and personal potential for Inuit across Nunavut. We strive to be one of the best employers in the circumpolar region. We offer our employees opportunities to grow and create a positive and safe workspace along with great benefits, a Group Retirement Savings Plan and flexibility with vacation, plus additional paid time off. We are expanding and looking for individuals that interested in becoming part of a team that cares for our community.

**Job Opportunity**

**Tajjutaq (28 Day on the Land Program) Coordinator**

**Job Responsibilities:**

- Coach and guide team members, including helping staff recognize, develop, and maintain strong individual relationships
- Manage the Program Counsellor and ensure their work aligns and support the program
- Ensure all appointments, new referrals, on-call, intervention, and prevention appointments are addressed in a timely manner
- Provide support for intervention and prevention counselling face-to-face and over the phone
- More information provided on the Job Description

**Job Requirements:**

- Relevant diploma, High School equivalency OR significant related work experience
- Completion of the Inuit Counselling and Mentoring Program or equivalent, such as Certificate or diploma in Counselling, Social Work; or related work experience
- Excellent organizational and problem-solving abilities
- Excellent listening and communication skills
- Inuktitut and/or English
- More information on job description

**Salary and Benefits:**

- This is a term position (March 31, 2022) with a possibility of extension, pending on funding
- Salaried commensurate with experience
- Eligible for benefits and Group Retirement Savings Plan with 5% matching from Ilisaqsivik
- 2 weeks of vacation and 3 weeks Paid Time Off; paid days for sick leave and personal days

Normal office hours, Monday – Friday 8:30 – 5:00 however may be required to work extra time on occasion. Successful candidate will be required to live and work in Clyde River. Housing is NOT provided.

Please submit your resume and cover letter in either Inuktitut or English by sending to Stephanie Tigullaraq at HR@ilisaqsivik.ca. Your cover letter should explain the reasons why you feel that you are qualified for this position.

