



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 Counsellor Training Coordinator

#### Responsibilities:

The counsellor training coordinator is responsible for coordinating the work and logistics of Ilisaqsivik Counsellors, including counsellors working in Clyde River, our toll-free counselling line, and counsellors who are travelling as part of our mobile response teams. The counsellor training coordinator will create schedules, create and refine training curricula, manage participant attendance and book travel. This includes all aspects of professional development for the Ilisaqsivik Society, from the ground up. This work requires the ability to work and communicate well with Ilisaqsivik counsellors and other governmental and non-governmental health professionals living throughout the Qikiqtani Region. The successful candidate will have excellent interpersonal communication, management, and organizational skills.

#### Job Requirements:

- Experience with project coordination
- Experience Managing People
- Successful completion of Ilisaqsivik’s counsellor training program (or willingness to take this training)
- Ability to pass a criminal record check and adhere to Ilisaqsivik’s code of ethics
- Proven ability to maintain confidentiality
- Excellent verbal and written communication skills in Inuktitut and English
- Computer proficiency is essential
- Ability to work in high stress and difficult situations and remain calm and professional
- Ability to manage and coordinate staff
- Ability to work overtime when necessary
- Excellent bilingual skills in Inuktitut and English (verbal, written, and on computers)

#### Salary & Benefits:

- PERMANENT position; salary commensurate with experience
- Eligible for benefits and Group Retirement Savings Plan with 5% matching from Ilisaqsivik
- Vacation, plus 3 weeks Paid Time Off; paid sick leave, paid personal days and a discretionary day off

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](mailto:HR@ilisaqsivik.ca). Your cover letter should explain the reasons why you feel that you are qualified for this position.

