



Ilisqaqsiqivik 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.

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**Job Opportunity**  
**Community Programs Manager**  
**Part Time - 25 Hours Per Week**

**About the Role:**

The main purpose of this role is to lead and maintain community programs to Ilisqaqsiqivik standards and to meet funder requirements.

**Duties & Responsibilities:**

The following activities are essential parts of the role to meet funder requirements:

- Design program activities and overall objectives, monitor and track if objectives being met and report to funder
- Tracking daily attendance
- Tracking days the programs run and when closed due to weather, etc.
- Mid-year and year-end activity reporting
- Ensure programs are promoted and well-advertised within the community and interest is being generated

**Other Responsibilities Include:**

- Attend biweekly managers meetings and come prepared with updates about each community program
- Attend monthly Board meetings and provide descriptions about how each community program is doing (program activities and updates, in addition to attendance numbers)
- Supervise and lead employees through the start of and to the completion of program workplans, goals and objectives; deliver these workplans to manager so they can help support
- Participate in the development and planning of goals and objectives related to community programs
- Host and engage with any visitors to Ilisqaqsiqivik (funders, government workers) that are there to see our community programs; answer any questions or concerns they have
- Identify and implement improvements in practices and implement policy and procedure changes
- Participate in the budget process and manage financial issues, anticipate future needs of community programs
- Place orders with suppliers for materials required for programs
- Identify and oversee sealift orders for materials needed for community programs
- Ensure orders placed are within budget and meet program requirements
- Identify when recruitment is needed for staff positions and coordinate hiring with HR
- Identify when there are staff attendance issues and bring to the attention of management and HR
- Be familiar with and ensure all acts and regulations are followed at the centre and by employees
- Approve and input leave requests and time in ADP
- Maintain a substitute list for each program
- Help build relationships among team members and assist in resolving interpersonal conflicts as necessary
- Represent Ilisqaqsiqivik in working groups and at meetings, conferences and workshops as needed
- Ensure new quality standards are being met
- Daily on-site supervision of the breakfast and lunch programs to keep the team engaged and supported and to monitor the accuracy and quality of food deliveries and what supplies are needed
- Complete daily check-list for breakfast and lunch programs





- Ensure the team responsible for food handling understands safe food handling practices
- Ensure menus, schedules of team, and program goals are achieved and communicated to the team
- Monitoring food purchases, ordering, spoilage etc.

The main programs for which the Community Programs Manager has full responsibility include:

- Baffinland Lunch Program
- Clyde River Community Library (GN Culture and Heritage)
- Breakfast Program (GN Health)
- Youth Drop-in Program (GN Health)
- Youth Recreation Program (GN Health)

**Skills and Qualifications:**

- Experience managing people
- Strong communication and interpersonal skills
- Ability to pass a criminal record check and adhere to Ilisaqsivik’s code of ethics
- Proven ability to maintain confidentiality
- Computer proficiency is essential
- Ability to work in difficult situations and remain calm and professional
- Ability to manage and coordinate staff
- Ability to work overtime when necessary
- Excellent interpersonal communication, management, and organizational skills
- Ability to multi-task and be well organized
- Attention to detail

**Language Requirements:**

- Excellent verbal and written communication skills in Inuktitut and English

**Compensation and Benefits:**

- PERMANENT part-time position
- Salary commensurate with experience
- Eligible for benefits and Group Retirement Savings Plan with 5% matching from Ilisaqsivik
- Vacation, paid sick leave, paid personal days
- 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. We thank all applicants who apply however, we will only be in touch to arrange an interview with those whom we feel have the appropriate skills and experience to fulfill the requirements of the position.

