
Career Opportunity

Internal/External



Tungasuvvingat Inuit

Cultural Coordinator

Full-time, Indeterminate

It is the mission of Tungasuvvingat Inuit (TI) to provide Inuit-specific programs that contribute to the health and wellbeing of Inuit, and to encourage and support similar programs for Inuit across the country. With over 30 years of highly successful experience in crafting the design, development, and delivery of a wide range of effective, client-centered services, TI continues to deliver quality programs and services that directly benefit our growing urban Inuit population.

TI is searching for a skilled and experienced candidate to be a part of the dedicated Cultural Programs team that works to ensure culturally relevant, safe, and equitable access to services. Reporting to the Cultural Programs Supervisor, the Cultural Coordinator will organize, facilitate, and deliver cultural programming to engage the Inuit community in Ottawa and will also coordinate the delivery of various cultural programming and workshops.

Key responsibilities of the position include:

- Organization and implementation of cultural activities and programming (as outlined in various projects and work plans) in person and online;
- Coordination and facilitation of Inuit cultural activities, workshops, and services;
- Organization and coordination of the cultural programming calendar, booking spaces, transportation, social media promotion and other logistics as needed;
- Facilitate and collaborate with lead staff on various community engagement activities, cultural activities, and events;
- Recruitment and coordination of community support, elders, instructors, and guest speakers for program support and/or specialized cultural knowledge;
- Coordination and delivery of various skills development workshops and activities;
- Organization, planning, and procurement of all materials and supports needed for various workshops, presentations, and special events;
- Capture program participant data and report on programs and services delivered as directed by various contribution agreements;
- Submit financial documentation such as invoices, receipts, and financial requests related to cultural programming activities; and
- Abide by TI policies and procedures.

Qualifications

The ideal candidate will have a thorough understanding of Inuit culture, values, Inuit Qaujimajatuqangit and traditional practices.

Excellent interpersonal and communication skills, presentation and facilitation skills, computer literacy skills, leadership and management skills, and organizational skills are necessary.

The ability to develop, coordinate and deliver cultural programming, ability to plan, organize and deliver

workshops, presentations, and community feasts, work effectively in stressful situations and under tight deadlines and work occasional evenings and weekends are all requirements of the position.

Post secondary education in Indigenous Studies, Project Coordination, Recreation, Event Planning or a related field is preferred. Three years' experience providing related coordination services is required, preferably to the Inuit community. Experience should include group facilitation, coordinating events and volunteers and collecting and reporting programming data. Fluency in English and Inuktitut is required.

A combination of related education and experience may be accepted.

Salary and Benefits

- TI offers a competitive total compensation package. Employees are provided an exceptional benefits plan which includes major medical and dental coverage for the employee and their dependents, and employee life insurance. TI also offers a Group RRSP benefit plan for eligible staff.
- TI provides paid sick, personal and family sickness leave days, and a 24/7 confidential Employee and Family Assistance Plan.
- Vacation (earn 3 weeks/year).

Deadline for applications is November 14th, 2021.

To apply, please submit your resume and cover letter to careers@tiontario.ca.

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The successful candidate for this position will be required to obtain a vulnerable sector check with results that are acceptable to TI. Interested candidates are encouraged to visit our website at www.tiontario.ca to learn more about our programs and services.

Accommodations for applicants with disabilities is available upon request.

TI's CFI office is located at 1071 Richmond Road, Ottawa ON which is conveniently located close to walking and biking trails, and all major transportation access points. It is close to major amenities including gyms, malls, and restaurants. Parking is free on the premise.

We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.