
Career Opportunity

Internal/External



Tungasuvvingat Inuit

Director, Employment and Education

Full-time, Indeterminate

If there are no successful Inuit candidates, the position will be offered as a term

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 Director to effectively manage its Employment and Education programs in accordance with contribution agreements and program mandates. The Education and Employment department serves to respond to the continuum of labour market initiatives from all levels of government and to educate stakeholders at Provincial Learning Ministries towards a more knowledgeable approach to the design and framework for Inuit Education in Ontario. The incumbent will engage with external stakeholders to ensure effective and comprehensive client service delivery, policy development, and will represent TI at the municipal, provincial, and federal level.

Other key responsibilities of the position include:

- Overseeing the day-to-day operation of programs to ensure they meet the expectations of clients, funders, and TI's Board of Directors;
- Planning, implementing and evaluating program services;
- Leading and coordinating department-wide strategic plans;
- Developing program-specific policies and procedures; reviewing existing policies and recommending changes;
- Overseeing and managing the existing case management and data collection system used;
- Researching funding sources and preparing funding proposals to increase organizational funds;
- Developing key stakeholder relationships to generate revenue contracts for labour market supports;
- Identifying and evaluating the risks to program clients, staff, management, volunteers, property, finances, goodwill, and image, as well as implementing measures to control risks;
- Representing TI at community initiatives which address broader social issues impacting Inuit; and
- Building and sustaining close, collaborative relationships with other Indigenous and Inuit organizations.

Qualifications

The ideal candidate will have a thorough understanding of Inuit culture, values, Inuit Qaujimagatuqangit (IQ), traditional practices and the unique needs and issues impacting Inuit communities. They will also have familiarity of education agencies, programs and supports for the Inuit community.

Excellent crisis management skills, interpersonal and communication skills, financial management skills, computer literacy skills, and supervisory skills are necessary.

The ability to function in times of high stress, create and sustain a continuous learning environment, prepare proposals, reports, and briefings, and work occasional evenings, weekends, and overtime hours to meet project/program deadlines are all requirements of the position.

Five (5) or more years of experience in one or more of the following areas: program management, advocacy or another relevant field and a minimum 3 years' senior-level experience in a community-based organization is essential. A university degree in Business Administration, Education or a related field is preferred.

Fluency in English is required and the ability to communicate in Inuktitut is an asset. Previous experience in skills development or education, as well as experience working with Indigenous populations are also assets.

An acceptable combination of education and work/life experience may be accepted.

Salary and Benefits

- TI offers a competitive total compensation package including a starting annual salary of \$100,000.
- 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).

This competition is open until filled

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 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 main office is located at 1071 Richmond Road, Ottawa ON which is conveniently located close to all major transportation access points. 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.