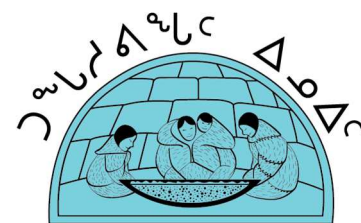

Career Opportunity

Internal/External



Tungasuvvingat Inuit

Coordinator, Ontario Inuit Cancer Program

Full-Time, Term until 31st March 2025

It is the mission of Tungasuvvingat Inuit (TI) to broadly 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.

Reporting to the Manager, Ontario Inuit Cancer Program, the Coordinator works in partnership with Cancer Care Ontario (CCO) to facilitate the timely and accurate execution of Tungasuvvingat Inuit's (TI) project work plan for the Canadian Partnership Against Cancer (CPAC) initiative. The incumbent coordinates community engagement sessions, conducts research, synthesizes and disseminates data and information collected from various sources into succinct reports and other products to be used for developing culturally appropriate tools and programming to address prevention/modifiable disease risk factors (i.e., tobacco and healthy eating) among Inuit. The incumbent may also be required to represent Tungasuvvingat Inuit at stakeholder meetings.

Job Responsibilities include:

- Assist in the production of project deliverables and project reporting requirements including Financial Reporting
- Assist with maintaining program budget
- Participate in focus groups/consultations with Inuit organizations and communities
- Attend stakeholder meetings as directed by the Manager
- Coordinate data gathering, record keeping and file maintenance
- Managing intake/development of community cancer profiles
- Working with communications for development/dissemination of educational products
- Note-taking, prepare documentation, liaise with other programs as required
- Prepare and present educational materials
- Establishes advisory/work groups for project tasks when required and facilitates group meetings.
- Builds and maintains relationships, forging partnerships through outreach, education and information exchange with organizations across Ontario
- Research, analyze and compile information gathered from various sources, create framework and report on any models and best practices for culturally-safe and integrated tools
- Assist in the planning and execution of meetings and other events and activities as required
- Other duties as may be required and related to the position

Qualifications

The ideal candidate will have a thorough understanding of Inuit culture, values, Inuit Qaujimajatuqangit and traditional practices. Excellent attention to detail and writing skills (grammar, punctuation, style) are necessary.

The ability to create and maintain positive and collaborative working relationships, work effectively in a team environment and independently, use computers for word processing, publication, data collection, e-mail, and internet are all requirements of this job.

A Post-secondary education in health, humanities, social sciences or an acceptable combination of related education and experience and at least one year of practical and relevant experience, preferably in research environment is required. Experience with various modes of displaying information (PowerPoint, Excel, etc.), working with Indigenous organizations and/or FNIM peoples and communities, coordinating meetings, events and other engagement activities and group facilitation and community engagement is an asset. Fluency in English is required, fluency in Inuktitut is a definite asset.

A combination of related education and experience may be accepted.

Salary and Benefits

- TI offers a competitive total compensation package. Employees are provided with 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 sickness, 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 open until October 2, 2023.

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

Preference in hiring will be given to qualified Inuit candidates; applicants are encouraged to self-identify. Interested candidates are encouraged to visit our website at www.tiontario.ca to learn more about our programs and services.

The successful candidate for this position will be required to obtain a vulnerable sector check with results acceptable to TI. Accommodation for applicants with disabilities is available upon request.

This position works out of TI's 1071 Richmond Road. Frequent travel both within and outside the city is required. Should be able to work occasional evenings and weekends as required. Driver's license with own reliable vehicle is a definite asset.

We thank all interested applicants in advance for their interest. Only individuals selected for interviews will be contacted.