

## Community Liaison Officer

### PIJUNNAQUNGA PROGRAM

#### Program description:

Pijunnaqunga is an internship program that aims to empower young Inuit from Nunavik between the ages of 18 to 35 in developing their skills through hands-on work experience. The program includes in-depth interviews, an intensive training session and a paid internship with Nunavik organizations providing firm mentoring support. Pijunnaqunga intends to offer internship opportunities in significant positions within Nunavik regional organizations in order to encourage the development of the next generation of Nunavimmiut leaders.

#### Job description:

Reporting to the project manager, the community liaison officer contributes to raising public awareness of Pijunnaqunga through the promotion and communication of the program within Nunavik. Building culturally adapted relations with all partners is a priority within Pijunnaqunga.

#### Tasks:

- Respond to all inquiries in Inuktitut in a timely fashion;
- Contribute in the creation of culturally adapted marketing and training tools;
- Translate and prepare required documents (French, English, Inuktitut);
- Assist in the activities logistics (accommodations, transportation, etc.);
- Answer and dispatch phone calls and general inquiries (Facebook messages, emails);
- Provide support to the candidates throughout the whole program;
- Proceed to the file opening of new applicants and ensure regular follow-ups with each of them;
- Participate in the execution of a customized follow-up for each candidate (action plans, referrals, counselling, updates, etc.);
- Actively participate in the promotion of the program;
- Assist the recruitment coordinator in the recruitment process and the training of candidates;
- Maintain constant and effective communication with all partners and staff;
- Ensure regular follow-up with the project manager;
- Assist the project manager, the recruitment coordinator and internship coordinator in their duties;
- Perform any other duty requested by the project manager and the steering committee.

#### Characteristics sought:

- Experience with work-placement project development, implementation and assessment;
- Excellent communication skills;
- Autonomy, flexibility and capacity to manage unexpected situations;
- Great sense of organization and initiative;
- Solution-oriented and creative with problem-solving
- Good interpersonal skills;
- Leadership and ability to work in a team setting;
- Comfortable using social media, like Facebook;
- Available to travel regularly and on short notice to Nunavik communities;
- Relevant experience in multicultural settings and with the Nunavimmiut youth clientele is an asset;

- Experience with facilitating groups, delivering personal counselling and with mentoring relationships is an asset;
- Knowledge of spoken and written English and Inuktitut is required;
- Knowledge of French is an asset.

**Requirement:**

Post-secondary education in a relevant field, or a combination of studies and relevant experience.

**Salary:** According to the scale in effect. There are no northern benefits for this position.

**Place of work:** Pijunnaqunga office, Verdun, Montreal.

**Work time:** 35 hours/week.

**Application deadline:** November 23<sup>rd</sup> 2018

**Start date:** December 2018

**Contract:** Six months with the possibility of extension.

Submit your résumé and letter of interest to Loic Lenen by email at [llenen@psjeunesse.org](mailto:llenen@psjeunesse.org) and to [ipicard@pijunnaqunga.org](mailto:ipicard@pijunnaqunga.org)

Only candidates selected for an interview will be contacted.