



Community Liaison Officer - Nunavik

PIJUNNAQUNGA PROGRAM



Program description:

Pijunnaqunga is an internship program that aims to empower young Inuit from Nunavik to develop their skills through hands-on work experience. The program includes in-depth interviews, an intensive training session, plus a paid internship within Nunavik organizations and constant mentoring support. Pijunnaqunga intends to offer stimulating internship opportunities 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 facilitates the Pijunnaqunga program in Nunavik through the promotion and communication of the program. This on-call position requires working from home within Nunavik, frequent travel and working in Nunavik communities and occasional travel to Montreal. The position requires access to Internet, a computer and working with a team and independently.

Tasks:

- Actively promote the Pijunnaqunga program;
- Participate in the recruitment process (interns, mentors);
- Provide support to the candidates throughout the whole program;
- Co-facilitate the Pijunnaqunga training;
- Maintain communication with partners in Nunavik;
- Participate in the orientation of interns in their internships;
- Assist in the organization of the activities (logistics, accommodations, transportation, etc.);
- Respond to all inquiries in Inuktitut in a timely fashion;
- Translate and prepare required documents (English, Inuktitut, French);
- Maintain constant and effective communication with staff;
- Assist the project manager, the recruitment coordinator and internship coordinator in their duties;
- Perform any other duties requested by the project manager.

Characteristics sought:

- Excellent communication skills;
- Able to work alone autonomously (without supervision) and within a team setting;
- Flexibility and capacity to manage unexpected situations;
- Good computer skills (including use of software and Office suite);
- Great sense of organization and initiative;
- Good interpersonal skills;
- Experience with facilitating groups and delivering personal counselling is an asset.



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Requirements:

- Postsecondary education in a relevant field, or a combination of studies and relevant experience;
- Available to work in and travel to Nunavik communities and Montreal;
- Knowledge of spoken and written English and Inuktitut is required (Knowledge of French is an asset).

Salary: 30\$/hour, approximately 30 weeks per year.

Place of work: Remote work from home based in Nunavik with frequent travels within Nunavik communities. Occasional travel to Montreal (5-6 weeks per year).

Condition: Based in Nunavik, On-call position.

Application deadline: September 24th, 2021.

Start date: October 4th, 2021.

Submit your résumé and letter of interest to Isabelle Picard by email at ipicard@pijunnaqunga.org

Only candidates selected for an interview will be contacted.