



JOB POSTING

RECRUITMENT COORDINATOR

PIJUNNAQUNGA PROGRAM



Pijunnaqunga - which means 'I can do it' in inuktitut - is an internship program developed by the Kativik Regional Government and coordinated by PS Jeunesse, 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 8 to 10 weeks paid internships in Nunavik organizations with firm mentoring support. Pijunnaqunga intends to offer internship opportunities which could lead to significant positions within Nunavik Regional Organizations, in order to encourage the development of the next generation of Nunavimmiut leaders. A customized follow-up is made for every internship, adding to the training sessions and the recruitment tours, demanding from the Pijunnaqunga team flexibility and multiple travel to the Nunavik region.

Work condition:

- ✓ Full-time 35 hours per week
- ✓ Competitive salary of \$35/hour
- ✓ Based in Montreal or Nunavik, frequent travels
- ✓ Collective insurance
- ✓ Group retirement savings
- ✓ 12 sick days per year

About the position:

Reporting to the project manager, the recruitment coordinator is responsible for the recruitment of the candidates and the promotion of the Pijunnaqunga program, assisted by the community liaison officer. The recruitment coordinator oversees the application and the selection process of the applicants, as well as conducting follow-ups with the candidates to maintain their engagement or to orient them to the appropriate resources.

Main responsibilities:

- Develop and update the recruitment program (documents, activities, evaluations, questionnaires, etc.);
- Organize recruitment and promotional activities to identify and recruit potential candidates;
- Clearly explain the Pijunnaqunga program and respond to participant inquiries;
- Develop and maintain collaboration with all local resources within Nunavik communities for recruitment and referral purposes (local and youth employment services of Nunavik, schools, Youth Fusion, health and social services, etc.)
- Maintain social media pages and create original content to attract and conserve engagement of the (potential) candidates;
- Participate in the development, organization and animation of the training (workshops, activities, evaluations, etc.);
- Assist with the Pijunnaqunga activities logistics (accommodations, transportation, etc.);
- Ensure regular follow-ups with the project manager, the internship coordinator and the community liaison officer;
- Perform any other duty requested by the project manager and the Steering Committee.

Characteristics sought:

- Experience in recruitment and promotion;
- Relevant experience with the Nunavimmiut clientele (and/or work in multicultural settings with indigenous communities);
- Autonomy and capacity to manage unexpected situations;
- Availability to travel regularly to Nunavik communities and work flexible hours;
- Solution-oriented, creative person with problem-solving and interpersonal skills;
- Experience with facilitating groups and delivering personal counselling.

Requirements:

- Undergraduate diploma in a relevant field, or a combination of studies and relevant experience;
- Knowledge of spoken and written English is required (knowledge of Inuktitut and/or French is an asset);
- Respond to the requirements of the authorities regarding air travel.

Application deadline: March 2, 2022

Start date: March 14, 2022

PS Jeunesse is an employability non-profit organization that supports employment equity. We value diversity and encourage members of minorities, indigenous people and women to apply this position. 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.