JOB POSTING
__TEAM LEADER__
PIJUNNAQUNGA PROGRAM

Pijunnaqunga - which means 'I can do it' in inuktitut - is an internship program of the Kativik Regional Government coordinated by PS Jeunesse that aims to empower Inuit from Nunavik to develop their employability skills and self-confidence through training and hands-on work experience. The program offers office skills training within the Nunavik communities as well as paid internships in Nunavik organizations with mentoring support, demanding from the Pijunnaqunga team flexibility and multiple travels to the Nunavik region. For 2024-2025, new services will be offered as part of pilot projects, with possibility of extension, offering job placement opportunities to the candidates to whom we are not able to offer an internship, as well as job integration services for new employees offering customized training and socio-professional support in order to increase job retention rates within Nunavik organizations.

Work conditions:

- ✓ Permanent / Full-time 35 hours per week
- ✓ Competitive salary
- ✓ Office in Verdun (Montreal)
- ✓ Frequent travels to Nunavik

- ✓ Remote work policy
- ✓ Collective insurance
- ✓ Group retirement savings
- ✓ 12 sick days per year

About the position:

Reporting to the Senior Manager of Inuit Services at PS Jeunesse, Pijunnaqunga team leader is responsible for the smooth functioning of the program, notably by supervising the overall operations of the program and the Pijunnaqunga team, while working in close collaboration with the Pijunnaqunga's Steering Committee.

Main responsibilities:

- Ensure the coordination of all the program's activities following directives of the Direction and the funders;
- In collaboration with the Senior Manager, ensure the recruitment, supervision and evaluation of the staff;
- Support the staff in the accomplishment of their tasks;
- Promote and provide information about the program to Nunavik organizations;
- Maintain links with partnering organizations;
- Oversee the appropriate referral of the candidates and the continuum of services;
- Plan staff travel and coordinate the activities logistics (accommodations, transportation, etc.);
- Oversee the training and its evaluation, as well as the promotion and visibility of the program;
- Prepare reporting to funders and maintain a database of participants;
- Ensure the update of the various platforms, tools and documents;
- Manage diligently the expenses of the program and the transmission of the documents to the proper department;
- Ensure application of the PS Jeunesse rules and policies;
- Ensure good communication and regular follow-ups with the Senior Manager and the Direction;
- Perform any other related duties requested by the Senior Manager and the Direction.

Characteristics sought:

- Knowledge of infrastructure, politics and socioeconomic realities of Nunavik;
- Great autonomy, flexibility and capacity to manage unexpected situations;
- Solution-oriented, creative person with problem-solving and interpersonal skills;
- Leadership, ability to work in a team setting and supervise staff;
- Availability to travel regularly to Nunavik communities and work flexible hours;
- Excellent verbal and written communication.

Requirements:

- Undergraduate diploma in a relevant field, or a combination of studies and relevant experience;
- Work experience in multicultural settings (especially in indigenous and northern communities);
- Work experience in management is an asset;
- Bilingualism: spoken and written English and French is required (knowledge of Inuktitut is an asset);

Application deadline: March 15, 2024   **Start date:** As soon as possible

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 resume and letter of interest to Isabelle Picard by email at ipicard@psjeunesse.org

* Only candidates selected for an interview will be contacted.