



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Inuit Programs and Services (IPS) Project Coordinator
Division	<i>Social and Cultural Development</i>
Title of Supervisor	Assistant Director of Inuit Programs and Services - Social and Cultural Development
Location of position	Iqaluit
Hay Point Rating	
Effective Date	

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>

POSITION PURPOSE

The purpose of the Inuit Programs and Services (IPS) Project Coordinator is to facilitate, coordinate and provide technical and policy support to the Assistant Director and their colleagues within Social and Cultural Development, Inuit Programs and Services division. The IPS Project Coordinator will coordinate the budget planning and project management in the following but not limited to; Nunavut Tunngavik Foundation Initiatives, Inuktuuqta Prize and Reconciliation related programs. These initiatives require advanced and thorough planning. The IPS Project Coordinator will be responsible for drafting accurate and detailed reports to 3rd party funders that are completed in a timely manner.

The IPS Project Coordinator will work closely with various staff within SCD on developing a policy framework related to Reconciliation programs to ensure they reflect the needs of Inuit. Reconciliation is the process of individually and collectively addressing the harmful legacy of colonization of Inuit. The IPS Project Coordinator will ensure appropriate members of SCD and working groups have been briefed and provided with informed advice with the best interest of Nunavut Inuit in mind.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
--

IPS Project Coordinator is responsible for the planning, administration, logistics, and event coordination of Nunavut Tunngavik Foundation Initiatives. The position is responsible for Reconciliation-related policy development, project planning, implementation and reporting on initiatives such as Scholarships, Missing Children and unmarked graves and Nanilavut.

Policy and Planning

- Coordinate the preparation, planning, implementation, and management of the Inuit Program and Services division’s annual work plans and spending plans.

- Make informed and evidence-based policy recommendations to the Director that guide projects and programs according to feedback from Inuit and information from working group discussions.

Financial

- Coordinate the preparation, planning, implementation, and management of the Inuit Program and Services division's various budgets and draft and finalize reports for 3rd party funders
- Manage finances within budget.
- Draft contracts, issue travel warrants, expense claims and purchase orders.

Project Management

- Coordinate and prepare communication plans together with the Department of Communications on Nunavut Tunngavik Foundation Initiatives, Inuktuuqta Prize and Reconciliation related programs.
- Collect and facilitate the translation of program documents into Inuktitut and Inuinnaqtun prior to posting or distributing documents online.

Governance

- Attending board meetings and working group discussions.
- Assist with the preparation of reports and briefing notes to the NTI Board of Directors and Inuit Social Cultural Development Advisory Board.
- Prepare and manage all logistics of travel and gathering for Reconciliation programs.

Administration

- Prepare briefing materials in multiple languages.
- Ensure all briefing documents are proofread in all languages.

NTI COMPETENCIES– Magnitude and depth of expected behaviors

Action Management:

- Administers functions fairly and ethically that brings maximum employment and benefit to the organization
- Provide clear direction to colleagues on objectives and timetables for work
- Explain to employees/colleagues how work expectations are aligned with employment goals
- Adopts effective work methods to develop excellence
- Is accountable for their decisions and performance

Adaptability and Flexibility:

- Respects differences in others' working style and priorities.
- Depicts a positive outlook when asked to do things differently.
- Accepts new people and their ideas.
- Coaches' colleagues in how to juggle multiple tasks and priorities.
- Shifts the unit's attention and priorities in response to the needs of the business.
- Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.

Cooperation and Collaboration:

- Interacts and collaborates with all parties with an open mind in solution-seeking ways.
- Thinks and acts collaboratively to resolve conflict in consensus-building ways.
- Correctly interprets clues of wavering engagement in own team and acts to re-energize them.
- Fosters understanding and open communication between team members.
- Respects cross-cultural perspectives and differences.
- Develop a shared understanding amongst others to arrive at decisions through consensus.

Effective Interactive Communication:

- Is curious about others: actively asks questions to gain a broader understanding of their perspective.
- Seeks to ensure that all parties clearly understand messages.
- Communicate well with staff and members, exhibiting excellent listening skills.
- Display confidence when dealing with people, with well-developed written and verbal communication skills.
- Is genuinely receptive to others' ideas and responds in ways that communicate respect of others.
- Uses tact and diplomacy in all communications.

Impact and Influence:

- Persuades others by carefully developing sound business cases.
- Fosters a climate of trust and respect during negotiations.
- Treats partners fairly, ethically, and as valued allies during negotiations.
- Maintains composure and practices emotional restraint under difficult circumstances.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Looks at problems from different angles and considers alternative solutions before moving forward with a plan to resolve it.
- Draws on options and solutions from across NTI, not just from one's own area, to solve work problems.
- Anticipates the risks inherent in a suggested plan of action and devises appropriate mitigating strategies.
- Is an agile interpreter of guidelines and navigates ways around a wide range of guidelines.
- Ability to investigate issues and requirements and identify and prioritize appropriate solutions.

Partnering and Relationship Building:

- Builds positive relationships based on respect and caring for others.
- Makes a conscious effort to maintain rapport with partners and communities.
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, clients, and partners.
- Looks for ways to add genuine value to partners and contacts.

Inuit Qaujimagangit/Qaujimagatuqangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her interest.
- Views local and global issues as overlapping, interdependent and dynamic and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

B. KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

- Spoken and written Inuktitut/Innuinaqtun language is desirable and the willingness to learn is required
- Good team player;
- Self-motivated and directed;
- Excellent organizational skills;
- Must have proven ability to multi-task;
- Must be able to manage multiple projects and events, coordinate logistics for all meetings;
- Proven ability to handle competing deadlines;
- High level of attention to detail;
- Extensive knowledge of Microsoft Office,
- Excellent Inuktitut and English oral and written communication skills.
- Good interpersonal skills;
- Ability to work with limited supervision;

C. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT

Incumbent requires knowledge of the NTI mission, vision and values; corporate and organizational culture; NTI and RIA Bylaws, Policies, Procedures and Guidelines.

D. WORKING CONDITIONS

Physical Effort: *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

- Occasional lifting of papers and boxes;
- Some duty travel;
- Travel to communities in inclement weather sometimes by small plane;
- Frequent short notice deadlines;
- Politically sensitive issues may add to stress.

Physical Environment: *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards.*

Work in office environments. Required to travel in northern and southern Canada.

Sensory Attention: *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

- Reading detailed documents, studying and researching;
- Focused listening;
- Long-term and continual computer use may cause eyestrain, back and wrist pain.

Mental Stress: *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

- Long-term computer use;
- Preparing reports against deadlines will cause stress;
- Deadlines will cause overtime;
- Disruptions in life style caused by work schedules or travel requirements;
- Reporting and responding to urgent requirements may cause stress.

CERTIFICATION

Employee Signature

Supervisor Title

Employee Name (Print)

Director of Human Resources

Date

Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.

Attach an updated Organizational Chart for the Department