



Job Description: Regional Coordinator

Position Title: Regional Coordinator (1 position)

Location: Kivalliq Region

Payment: \$145,000 annual salary

Duration: Term until March 2025

Training: Training will be provided

Job Responsibilities:

- Attend orientation virtually and assists with orientation sessions
- Submit weekly timesheets tracking time and tasks for staff within home region
- Work closely with the team from Castlemain and NTI to perform tasks as required; including attending weekly meetings with the team
- Attend and help facilitate training sessions offered within their home region when possible (travel will be required within the region)
- Attend, share information about the survey and promote QNIHS at the community event
- Attend survey sessions within home region (travel will be required within the region)
- Offer de-escalation support during survey sessions
- Oversee travel arrangements for teams of 2–16 people
- Provide the Team Lead and Session Lead with regular updates on community travel schedules
- Maintain ongoing communication with the Community Coordinators and Interviewers; responsible for management of Community Coordinator and Interviewers
- Ensure Interviewers have all resources and tools required while in community
- Coordinate with the Community Coordinator to schedule and organize community events and survey sessions
- Ensure the Local Support Worker team receives payment; understand the payment process while in community and answer questions
- Prepare written reports or documents as needed
- Participate in the hiring process, interviews and orientation of team members
- Ensure the survey data collection procedures and protocols are followed
- Contribute to a strong teamwork environment
- Demonstrate a positive attitude and respect for Inuit Qaujimagatuqangit
- Perform other duties as assigned

Skills

- Strong communications skills
- Regional familiarity
- Patience, positive attitude caring and compassionate
- Ability to complete tasks by date required

- Previous event coordination is an asset
- Confident working within a team and giving instructions to other team members
- Oral and written communication in English, Inuktitut is an asset
- Familiarity with Microsoft 365 (Word, Excel, Outlook, Teams)
- Ability to travel within Nunavut

Preference will be given to Inuit enrolled under the Nunavut Agreement.

Nunavut Tunngavik Incorporated (NTI) is responsible for administering the QNIHS in Nunavut.

NTI is working with Castlemain to support with recruitment, training, planning and facilitation of the survey. Castlemain is an independent advisory firm serving Indigenous nations, communities and peoples with expertise in governance, negotiation, economic development, lands, infrastructure and strategic engagement, communications and service design and implementation. This role will be employed by Castlemain.

About the *Qanuippitaa?* National Inuit Health Survey

Qanuippitaa? National Inuit Health Survey (QNIHS) is an ongoing Inuit-owned survey that will be conducted every five years. The Nunavut component of the survey will begin in 2024.

The QNIHS will provide an overall picture of the health and well-being of Inuit in all Regions, what is going well and what needs to be improved. The survey will ask questions that focus on many topics including food and nutrition, mental wellness, substance use, and culture and identity, among others.

The QNIHS survey will take place in every community across Inuit Nunangat – Nunavut, the Inuvialuit Settlement Region, Nunavik, and Nunatsiavut. The survey will ask the same questions across all regions of Inuit Nunangat, as well as questions specific to Nunavut. Participants will be randomly selected from all Inuit in Nunavut.

To apply for the job please email jobs@QNIHS.ca or visit QNIHS.ca to apply.