



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Program Coordinator - Inuit Counselor Training
Division	Executive
Title of Supervisor	Project Manager – Inuit Counselor Training
Location of position	To be determined (Nunavut-based with travel)
Hay Point Rating	TBD
Effective Date	February 2, 2026 – March 31, 2028 (2yr term)

NTI MISSION STATEMENT

INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT

POSITION PURPOSE

The Program Coordinator – Inuit Counsellor Program supports the planning, coordination, and delivery of Inuit-specific counsellor training initiatives, including Our Life’s Journey (OLJ) and related workforce development activities. Reporting to the Manager, Inuit Counsellor Project, the Coordinator provides day-to-day operational, logistical, and administrative support to ensure culturally grounded, trauma-informed training is developed and delivered effectively across Inuit Nunangat.

This role works closely with Inuit communities, Elders, facilitators, delivery partners, and participants, helping to ensure programs are accessible, well-organized, and responsive to community needs.

SCOPE OF THE JOB

- The Program Coordinator supports the implementation of Inuit counsellor training and capacity-building initiatives at the regional and community level.
- The position focuses on coordination, communication, logistics, participant support and reporting contributing to the overall success and sustainability of Inuit-led mental wellness and addiction services.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

The Project Manager shall support NTI through the following activities:

Program Oversight and Coordination

- Support the day-to-day coordination of Inuit Counsellor Training Program activities under the direction of the Manager.
- Assist with work plans, schedules, tracking of program deliverables and timelines.
- Maintain accurate program records, participant files and documentation.
- Support budget tracking by monitoring expenses, invoices and travel claims.

Curriculum and Delivery Coordination

- Coordinate training logistics including venue bookings, travel, accommodations, materials and catering.
- Support scheduling of the program and Train-the-Facilitator sessions in collaboration with delivery partners.
- Ensure training materials are prepared, distributed and available in appropriate formats and languages.
- Provide on-the-ground or virtual support during training sessions as required.

Monitoring and Evaluation

- Collect and organize data related to participation, attendance and program outcomes.
- Support surveys, feedback collection and culturally appropriate evaluation activities.
- Assist with preparation of progress reports, summaries and funder reporting.

Stakeholder Engagement and Communication

- Support communication and coordination with Inuit organizations, community partners, facilitators and contractors.

Support Services and Workforce Development

- Act as key point of contact for program participants, responding to inquiries and providing ongoing support.
- Assist with participant recruitment, intake, orientation and completion tracking.
- Support coordination of wraparound services such as mentorship, counselling supports and referrals.
- Maintain regular communication with participants to support retention and completion

NTI COMPETENCIES– Magnitude and depth of expected behaviors

Action Management:

- Organize work effectively and follow through on assigned tasks.
- Demonstrates accountability and attention to detail.
- Supports program goals through reliable and ethical work practices.

Adaptability and Flexibility:

- Responds positively to changing priorities and community needs.
- Works effectively in fast-paced and evolving environments.

Cooperation and Collaboration:

- Works respectfully and collaboratively with Inuit communities, Elders and partners.
- Supports team-based approaches and consensus-building.

Effective Interactive Communication:

- Communicates clearly and respectfully both verbally and in writing.
- Respects Inuit Values, knowledge and community priorities.
- Places community well-being at the centre of decision-making.

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 Qaujimajangit/Qaujimajatuqangit:

- 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 own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Use 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 - practical/technical work and Human Relations/Communication Skills

The following knowledge, skills and abilities are required:

- Diploma or degree in administration, social services, education, or a related field, or equivalent experience.
- Experience in program coordination, administration, or community-based initiatives.
- Understanding of Inuit culture, values, and community contexts.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Effective interpersonal and communication skills.
- Experience working with Indigenous communities or in northern settings is an asset.
- Ability to speak Inuktitut or Inuinnaqtun is an asset.
- Experience or familiarity with Our Life's Journey or similar Inuit-led wellness programs is an asset.

C. 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;
- Frequent duty travel;
- Travel to communities in inclement weather;
- 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. Frequently 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 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