

Director of Community Programs

(INTERNAL/EXTERNAL POSTING)



Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2025
Position Title	Director of Community Programs
Posting Date	April 1, 2025
Closing Date	April 30, 2025
Start Date	ASAP
Hours	37.5 hours – Monday-Friday 8:30 a.m. – 4:30 p.m. with occasional evening and weekend hours required
Position Status	Indeterminate
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Inuuqatigiit Center’s Executive Director, the Director of Community Programs is responsible for the delivery of the Family Well Being department’s programs and services and the Community Initiatives & Mental Health Department programs and services ensuring that project deliverables and/or program goals are met while supporting the vision and mandate of Inuuqatigiit Centre.

KEY DUTIES AND RESPONSIBILITIES

Program Strategy:

Develop and implement long-term strategies to sustain the programs and to align with Inuuqatigiit Centres overall objectives.

Direct the delivery of high-quality programs and services in keeping with all funders and partner agreements.

Approve Inuuqatigiit Centre project/program work-plans and direct their application to achieve expected results.

Process Improvement:

Identify areas for improvement in processes and workflows to enhance efficiency and productivity.

Team Leadership:

Lead and motivate operational teams, providing guidance, training, and development opportunities.

Collaborate with staff in developing, locating, and organizing staff training and capacity building opportunities.

Direct and supervise the application of legislative requirements and Inuuqatigiit Centre policies, procedures and tools.

Develop and implement risk management strategies.

Provide leadership, coaching and supervision of direct reports.

Work with staff to implement project/program initiatives and special projects, including, but not limited to staff training, improved communication, community outreach strategies, and advocacy efforts.

Work with other directors and managers to identify new needs and, in collaboration with the Executive Director, develop systems, protocols, and policies to address those needs.

Manage human resources, support hiring process for staff in keeping with Inuuqatigiit policies and procedures, overseeing the process for annual performance reviews and addressing ineffective performance.

Develop funding proposals in collaboration with the executive and management team.

Develop and monitor projects/programs budgets and work closely with project/program managers and the CFO.

ACCOUNTABILITY**Performance Monitoring:**

Track and analyze key performance indicators (KPIs) to measure operational performance and identify areas for improvement

Policy Implementation:

Implement and enforce Inuuqatigiit Centres policies and procedures, ensuring compliance and consistency.

Problem Solving:

Address and resolve operational issues and challenges effectively

Reporting:

Meet all evaluation and reporting requirements including overseeing quantitative and qualitative data collection and analysis (i.e. maintaining project statistics, meeting project targets, creating surveys).

Provide reports to the Executive Director and other parties on programs/projects as required.

WORKING RELATIONSHIPS**Representation:**

Represent Inuuqatigiit Centre at meetings, presentations and conferences with stakeholders including partner agencies, funders and government.

Engage with various agencies and stakeholders to develop and strengthen high quality programs and services.

Collaborate with staff in developing, locating, and organizing staff training and capacity building opportunities.

LEADERSHIP

Act as a role model to promote professional values and ethics within Inuuqatigiit Centre.

ENVIRONMENTAL FACTORS

Work regular and consistent weekly hours of work.

May be required to work evening and weekend hours for programming and community events.

Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services.

Physical ability to access multi-story building.

Ability to function in a high stress, high noise environment; and

Ensure personal safety precautions are observed at all times.

SKILLS AND KNOWLEDGE

Fluency in Inuktitut an asset.

Knowledge of Inuit history; the impacts of colonization and intergenerational trauma.

Knowledge of Inuit and non-Inuit community services and supports

Ability to communicate effectively orally and in writing in English.

Knowledge of the needs of Inuit youth and families.

Strong knowledge of community agencies and resources.

Experience in senior project/program management

Ability to operate computer systems and relevant software.

Strong organizational, program planning, evaluation, and problem-solving skills.

Ability to respond effectively in crisis situations.

Ability to work independently and as part of a collaborative staff team environment.

Enthusiasm, flexibility, dedication and commitment to children, youth, and families.

QUALIFICATIONS & REQUIREMENTS

A master's degree (M.A., M.Sc., or M.Ed.) in counseling, clinical psychology, social work, or a related field is generally required to qualify for licensure or certification as a therapist.

Experience in community planning, outreach, program delivery and quality assurance

Experience in effectively managing human and financial resources

Strong organizational skills

Please apply with a cover letter and up-to-date resume by April 30, 2025 to:

Human Resources Department, at jobs@inuuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.