



## JOB OPPORTUNITY: COMMUNITY YOUTH COORDINATOR

Competition number NCCCYC042822

The NunatuKavut Community Council is seeking a Community Youth Coordinator for the NunatuKavut Youth Community Engagement Project (NYCEP). Working under the direction of the Project Manager, the Youth Coordinator will assist in daily operations of the NYCEP, helping to increase civic engagement by providing support, encouragement and mentoring to youth and the community partners in the development of volunteer initiatives and various multimedia projects. The position will require travel between communities in NunatuKavut. The ideal candidate will demonstrate a commitment to professionalism and fostering relationships, while addressing reconciliation and decolonization.

**This replacement position is full-time, temporary to March 31, 2023 (with possibility of extension) and may be located anywhere within NunatuKavut.**

*NunatuKavut means “our ancient land” and refers to the territory of Inuit who belong to south and central Labrador. NCC is a rights-based governing body that represents NunatuKavut Inuit. We are a dynamic, fast-paced, and growing team that strives to meet the priorities, interests and needs of our people. Our governing vision demonstrates commitment to community and culture as we seek “to govern ourselves, provide and care for one another, our families and our communities while nurturing our relationship with our lands and waters.” We foster an open and transparent working environment which incorporates Inuit values of caring, fairness, respect, accountability, and teamwork.*

### Roles and Responsibilities

- Work with youth and community partners to identify meaningful volunteer opportunities.
- Work with youth and community partners to identify community-based multimedia projects.
- Assist youth in finding volunteer opportunities that help develop their leadership skills.
- Work with youth and community partners to plan, organize and coordinate various cultural workshops and presentations.
- Work with youth and community partners to address reconciliation and decolonization.
- Work with Inuit and non-Indigenous youth to establish and maintain mutually respectful relationships.
- Maintain required project data and prepare reports.
- Coordinate and facilitate relevant meetings/sessions between youth and stakeholders.
- Liaise with NCC management, staff from other departments, and stakeholders as required.
- Other duties as required.

## Conditions of Employment

- Must be flexible and able to work evening and weekends several times per month.

## Skills and Qualifications

- Experience in planning, organizing, and coordinating programs or projects.
- Strong organizational and time management skills.
- Excellent oral and communication skills.
- Must have proficient computing skills using Microsoft Office, presentations software, social media, and other relevant software.
- Detail orientated, accurate, and dependable.
- Must be a team player and able to work efficiently in a team environment and be able to work independently.
- Knowledge of NunatuKavut Inuit culture and communities.
- Experience in videography and photography would be an asset.
- Experience using iMovie and Final Cut Pro would be an asset.
- Experience working with Indigenous groups is essential.
- Class 5 driver's license and personal vehicle.
- Will be required to travel.
- Must be willing to work flexible hours.

## Education and Experience Requirements

Relevant post-secondary Education and/or experience working with youth and/or coordinating youth projects would be an asset.

*Preference may be given to Indigenous applicants.*

## How to Apply

Please submit resume and cover letter stating competition number with three references to:

Chelsea Dyson, HR Coordinator  
NunatuKavut Community Council  
E. jobs@nunatukavut.ca  
F. 709- 896-0592 ext 238

**Application deadline is May 12, 2022.**

**Proof of mandatory COVID-19 vaccine may be required.**

*Please note that only those selected for an interview will be contacted.*