



POSITION DESCRIPTION

1. IDENTIFICATION

Position Title: Community Program Administrator	Date Prepared: June 7, 2024
Department: Social and Cultural Development	Salary Range:
Location: Kitikmeot	Employees Name:

2. PURPOSE OF THE POSITION

The incumbent is responsible for working alongside Regional Program Coordinators to lead planning, developing, and managing the efficient and effective delivery of Kitikmeot Inuit Association (KIA) programs and services. The community-based programs aim at advancing Inuit beneficiary culture, language, wellness, education, training, and economic status within the designated community in the Kitikmeot region.

The incumbent assists the SCD Program Staff and their community beneficiaries to plan, execute, monitor, and report on quality language, cultural, and wellness programs at the grassroots of their designated Kitikmeot community. This community-based program administrator will also contribute to planning and delivery of regional gatherings that the SCD department hosts.

3. NATURE AND SCOPE

The KIA vision is to be a strong and effective organization with a focus on those areas of high priority to Kitikmeot beneficiaries without duplicating or replacing Government program and service responsibilities. KIA envisions Kitikmeot beneficiaries completing high school and pursuing higher education either in a skilled trade or academic stream and earning a good living from employment and business careers. KIA also envisions Kitikmeot beneficiaries using their language in daily life and retaining their culture. Finally, the KIA supports mining and exploration that contribute to the Kitikmeot economy while being respectful of the environment and incorporating Inuit traditional knowledge in decision making.

The incumbent has the challenge of delivering a broad range of programs and services under the umbrella of an arms-length organization. As such the incumbent must have the ability to work with other agencies and groups to fulfill delivery requirements and overall, KIA objectives.

The incumbent must work closely with Kitikmeot beneficiaries to successfully deliver programs and services consistent with KIA goals and objectives.

The incumbent must work with program and service initiative volunteers and workers to ensure work completed is accurate and consistent with funding criteria. In carrying out this responsibility the incumbent must work in the role of coordinator while maintaining the ability to make final recommendations on initiatives to achieve results.

The incumbent can influence program and service initiative approvals or denials more than \$50,000 and therefore must be of good judgment.

The incumbent must monitor delivered programs and services at the community level to maintain accurate information on client needs, and initiative success. The difficulty for the incumbent will be to ensure proper follow-up in a region as large as Kitikmeot and with assistance from local KIA Community Liaison Officers, all of whom have varied skill levels.

4. DUTIES AND RESPONSIBILITIES

To achieve its General Accountability, this position:

A. Assesses community-based beneficiary need for program and service delivery by:

- Monitor program delivery through monitoring tools with regional program staff
- Supporting development of KIA AGM youth, women, & elder reports
- Attending KIA AGM meetings and facilitating development of Delegate Reports to receive information on current issues facing beneficiaries and assist in drafting resolutions
- Participating in internal KIA strategic planning sessions to scope out beneficiary needs, program and service objectives, and strategies that address those needs
- Implements best practice improvements to achieve maximum efficiency and effectiveness in all areas of KIA programs. Ensures compliance with all KIA regulatory guidelines, policies, and procedures.

B. Administering third party funded programs:

- Planning program logistics: location, recruiting participants, recruiting instructors,
- Coordinating program staff and other workers in day-to-day implementation of program and service initiatives
- Ensuring initiatives delivered meet third party agreement expectations and criteria with the regional program staff.

- Plan, implement and manage all logistics associated with all scheduled KIA Programs delivered by the grassroots Community members.
- Providing project management support and oversight on programs and service initiatives assigned
 - Leading, facilitating, and chaperoning programming
- Participating in program and service initiatives including workshops, forums, and other events
- Providing information required by funding agencies to the regional program staff in a timely manner to ensure flow of funds and reputation of program and service delivery.
- Taking photos, videos and documenting growth of programs and participants
- Making recommendations to the regional program coordinator staff on potential partnerships and other community-based relationships that maximize KIA's ability to address Kitikmeot beneficiary needs

D. Monitors and reports on programs and services by:

- Monitoring programming and fulfilling midterm reporting requirements with regional program staff
- Ensuring timely reporting, accounting to the regional program coordinator
- Actively documenting programs through photographs, short videos, and short write ups for social media communications and promotion
- Develops and administers KIA program budgets and recommends or makes budgetary and resource allocations.
- Review current vendor contracts on a regular basis to ensure that these are updated to reflect the KIA relevant policies.

E. Contributes to the success of KIA in achieving its goals by:

- Actively participating in staff meetings, training events, planning and working groups and other KIA initiatives
- When assigned, representing KIA at federal, territorial, regional or community meetings and events
- Assisting the Director with special event organization, and

- Undertaking other work assigned by the Director including acting as a regional program coordinator
- Manages goals, objectives, outcome, and collaboration opportunities with all internal and external organizations.
- Sitting on Boards, Committees, working groups when assigned by KIA
- Advising and providing direction in specialty areas when required
- Assisting to connect beneficiaries with outside opportunities available

5. **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Inuit 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.*
 - *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*
- Knowledge of Inuit Language Current affairs and revitalization.
- Good Team Player, self-motivated and directed.
- Knowledge of project management.
- Experience in Facilitation of programming and initiatives.
- Knowledge of effective oral and written communication techniques (English). Oral and written communication skills in Inuinnaqtun or Inuktitut are considered an asset.
- Computer skills in word processing, database, spreadsheet software, and presentation software, as well as Internet and electronic communications.
- Ability to public speak and effectively deliver effective presentations with a variety of means and audiences.
- Ability to manage time and set priorities.
- Ability to manage mentally stressful working conditions and subject matters
 - *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.*
 - *Ability to practice good debriefing, communication and self-care when dealing with challenging subject matter*
- Ability to work in a cross-cultural environment.

- Ability to prioritize work and delegate tasks to achieve operational and strategic objectives

Knowledge, skills, and abilities for this position are usually obtained through 2 years of experience in a related field.

6. **CERTIFICATION**

Position Title: Community Program Administrator (Social & Cultural Development)

_____ Employee Signature _____ Printed Name _____ Date I certify that I have read and understand the responsibilities assigned to this position.	_____ Supervisor Signature _____ Supervisor Title _____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Executive Director Signature	_____ Date
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.