



JOB POSTING

Urban Employment Agent

IVIRTIVIK Center, Verdun, Montreal



The IVIRTIVIK Center offers employment services to Inuit 18 and older living in the metropolitan region of Montreal who are either looking for work or planning to return to school. The program is specifically adapted to the Inuit culture, needs, learning styles, interests, and values. Building culturally adapted connections with community partners, Inuit and non-Inuit organizations is a priority within Ivirtivik. The urban employment agent's role is to support the participants during the program in order for them to acquire the skills and services they need so they can find and maintain suitable employment.

Work conditions:

- ✓ Permanent / Full-time 35 hours per week
- ✓ Salary of \$22 / hour
- ✓ Office next to Verdun metro (Montreal)
- ✓ Collective insurance
- ✓ Group retirement savings
- ✓ 12 sick days per year

Main responsibilities:

- Ensure that everyone has a warm welcome at the center and explain the program;
- Answer the phone, take and deliver messages;
- Inform the counselors at Ivirtivik of any concerns or questions the participants may have;
- Accompany participants to outside activities and services when necessary
- Translate to and from Inuktitut when necessary (documents, workshops, counseling, etc.);
- Maintain contact with Inuit organizations and potential employers;
- Actively promote and represent Ivirtivik services at various events (promo-runs, feasts, job fairs, etc.);
- Make contact and organize activities with Inuit Elders, role models or knowledge keepers;
- Co-animate workshops with the counselors; create weekly job boards;
- Perform any other related duties requested by the Team Leader and the Management.

Characteristics sought:

- Good interpersonal skills, resourcefulness, adaptability, open-mindedness, high motivation, flexibility, team spirit, sense of initiative and a good listener;
- Enthusiastic and dynamic;
- Respect the confidentiality of all information at the Centre;
- Experience with facilitating groups and delivering personal counselling is an asset.

Requirements:

- High school diploma, work experience will also be considered;
- **Spoken and written English and Inuktitut is required** (knowledge of French is an asset);
- Capacity to use Microsoft Office software (Excel, Word, Outlook).

Place of work: IVIRTIVIK Center, 4590 rue Verdun suite 200, Montreal.

PS Jeunesse is an employability non-profit organization that supports employment equity.

We value diversity and encourage members of minorities, indigenous people and women to apply this position.

Submit your resume and letter of interest to Claudia Sescu by email at csescu@ivirtivik.org

** Only candidates selected for an interview will be contacted*