

1. IDENTIFICATION

Position No. New PC - 2017	Job Title Training & Employment Coordinator	Supervisor's Position Vice President, Sakku Investments	
Organization Sakku Investments Corporation	Region Kivalliq	Community Rankin Inlet, Nunavut	Location Louis Pilakapsi Bldg

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Sakku Investments Corporation (Sakku) is the Development Corporation of the Kivalliq Inuit Association (KIA). Under the Nunavut Land Claim Agreement, KIA is a designated Inuit organization which represents the interests of all Inuit living in the Kivalliq Region, with Sakku serving as its 'Business Arm' and deemed an Inuit Birthright Corporation.</p> <p>The Training & Employment Coordinator provides leadership and support to Sakku Investments Corporation, playing a vital role in helping to drive Sakku's initiatives forward and in facilitating approved training and employment programming. The Coordinator's position also actively supports the recruitment and training processes for Inuit from within the Kivalliq to become gainfully employed within Sakku's joint ventures and within its subsidiary companies.</p> <p>Responsibilities of this position further consist of providing administrative support associated with the upkeep of Sakku's offices, including directly monitoring and maintaining human resources files. The incumbent's responsibilities involve strategic interaction with both internal & external clients of Sakku and at times on behalf of its subsidiaries to support a variety of training program interests.</p>
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3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other joint venture companies, the organization as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The Training & Employment Coordinator reports directly to the Vice President for Sakku and is located in Rankin Inlet, NU at the Louis Pilakapsi Building in the Sakku Investments office suites. This position is responsible for inter-acting with HR files and training/career path records, and in providing organizational support to Sakku Investments in bringing forward effective programming targets.</p> <p>The scope of this position is such that the incumbent must develop a thorough understanding of the joint venture partnerships of the Corporation and conduct key networking to outside agencies in the area of workforce training. The nature of work includes advocacy that is consistent with the mission, vision, objectives and strategies of Sakku and for the development of work plans to carry out interrelated initiatives.</p> <p>The Training & Employment Coordinator carries out these duties, while providing administrative</p>

leadership for Sakku's training activities, which requires the incumbent to be aware of entitlements associated with training and employment opportunities that are available to Kivalliqmiut Inuit Beneficiaries.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Provide leadership in identifying training & skill enhancement opportunities, and bringing to fruition relevant training programs, through active research and guidance, by:

- Providing assistance in the development of policies and programs which will retain Inuit employment within joint venture partnerships and within the industries they are engaged in.
- Advancing Inuit targeted training & employment opportunities within Sakku's joint venture partnerships, including being responsible for overseeing Sakku's Scholarship program;
- Working collaboratively with colleges and educational systems that offer apprenticeship training, to advance employment / apprenticeship training within Sakku's partnerships;
- Liaising between Sakku's joint venture partners and Inuit trainees facilitating training to work requirements designed to meet meaningful Inuit employment goals for the partnership;
- Advocating the organization and its subsidiaries' objectives at trade shows and promotional functions, promoting key vision statements of the corporation and of its joint ventures.

Provide administrative and logistical support in the implementation and delivery of Sakku's Training and Professional Development projects, and managing related program support areas, by:

- Participating in the preparation of Sakku Investment's projected budgets, and development of cash flow statements, showing projected monthly expenditure and/or revenue patterns;
- Providing logistical support in ordering supplies and material required for projects by conducting administrative functions, and filling out related forms as needed;
- Preparing Professional Development and Career Path plan tracking sheets, to reflect both annual and monthly schedules that can be used by on-site work staff and/or by management to track activities;
- Analyzing progress of projects, seeking opportunities to enhance employment and training to work programs, and providing relevant reports to Sakku's management team on results.

Have an awareness of front-line administrative support, that meet the day to day needs of Sakku's office edict, and maintaining general and corporate filing requirements on behalf of Sakku, by:

- Upholding a professional decorum, that may from time to time receive guests while providing a wide range of office support to management;
- Administering the maintenance of general office files and records for Sakku's office and organizing or reporting to Sakku's management any required compilations of related data;

- Meeting with Sakku's staff, working groups and management, providing timely program outcomes and/or reports back to the participants, based on the results of planning meetings.

Other duties as assigned by supervisors include:

- Serving as Sakku's representation at public meetings, including with other institutions and career or job fairs, sometimes as a presenter, and as circumstances may be best assigned;
- Providing key logistical support in arranging/booking travel & accommodation needs for Sakku's Board, including setting up for meetings and preparation of meeting binders;

Supervisory:

- Functionally, the position oversees the delivery of training programs with other managers and external agencies and meets obligations within Sakku's agreements, as warranted.
- Additionally, this position administers Sakku's office support & greeting functions and will also organize / maintain casual hires needed for assignments conducted in-house;

Working Environment:

- The incumbent reports and works with Sakku's management team on a regular basis and provides professional support to the President & CEO, for Sakku Investments Corporation;
- The nature of Sakku's business is a multi-tasking environment that requires flexibility and the ability to handle change in a positive fashion. Analytical / problem solving is constant.

Operational Network:

- Incumbent provides leadership in areas of planning for employment training opportunities, including exploring funding opportunities in a proposal driven environment;
- The position also acts as a key liaison to other project or corporate management service providers which may be outsourced when ventures are larger and complex in scope.

Political/Organizational:

- Sakku Investments Corporation is the development arm of the Kivalliq Inuit Association and is mandated with developing sustainable wealth for the Inuit of the Kivalliq Region;
- Sakku has 5 board members from the Kivalliq communities, appointed by the Kivalliq Inuit Association, through which Sakku's President & CEO engages key business planning.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance. *Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

Knowledge:

- Three years or more of proven training and employment experience, with a strong

understanding of organizational principles and procedures, is a pre-requisite to conduct these responsibilities.

- Demonstrated strengths in program organization & planning, supplemented with a solid background in operations of a logistical nature, is necessary to carry out these duties.
- The incumbent must have a strong working knowledge of computer programs specifically with word processing, spreadsheets, database, e-mail and related Internet programs.

Skills:

- Strong awareness in managing human, financial or program resources, supplemented with good oral & written communication skills, typically gained through experience, is required.
- Proven ability to understand and interpret legislation, contract agreements, policies and procedures; and to relay to others in legible reporting formats, is a strong pre-requisite.
- A high level of communication skill, tact & diplomacy is required to provide an appropriate level of service to varying client groups, which may include potential 3rd party funders.

Abilities:

- Proven ability to organize own work and that of others, sometimes to meet tight deadlines, normally acquired through an undergraduate degree in office management/work experience.
- Established history in office administration or with facilitating training, supplemented with a diploma in management studies or in a related field is a strong attribute for the position.
- Similarly, this background, knowledge, skills and attitudes normally requires several years of positive and progressive work experience in fields related to delivering diverse projects.

Education and Experience:

- Successful completion of an academic grade 12 diploma or equivalent.
- Management studies diploma, or equivalency; such as in career development or finance.
- A willingness to train towards a designation in a career development training capacity.

Cross Cultural Awareness:

- The incumbent requires knowledge of northern cultures, cross cultural processes and an understanding of the organization and structure of the Designated Inuit Organizations.
- A functional level of fluency in written & oral Inuktitut is a definite asset in this position.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Physical effects are experienced due to prolonged interaction with computer in a sitting position including eye strain, back discomfort and keyboard induced tensions.
- Workload and work environment result in limited opportunity for the incumbent to control these effects and reading / producing reports or minutes may add to these fatigue factors.
- The incumbent may be required to work overtime during critical periods in the project cycle.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Incumbent works in a normal office environment with little exposure to any disagreeable environment conditions that are external to the working nature of program administration.
- Work is conducted in a busy office with phones, fax machines, photocopiers, and greeting visitors to the office, providing or organizing informational support is a normal occurrence.
- Exposure to fixed lighting and dryness may cause discomfort when experienced constantly.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- The work requires regular and on-going use of a computer at a desk with a strong degree of concentration and focus on detailed reports, written material and data spreadsheets.
- The incumbent also spends a lot of time reviewing various program documents that requires astute attention to detail, particularly when intended to provide information to others.
- Strong focus during project reporting, and providing insight during meetings, is required.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- The incumbent works in an area of high interest that must meet the public's expectations.
- Pressure to meet deadlines and perform urgent tasks simultaneously can place considerable stress & fatigue, which can be a challenge due to geographic and technological detachment.
- Disruptions in lifestyle may be caused, by periodic travel to other regional centers, to attend meetings & workshops; along with frequencies that may increase as venture capital expands.

7. CERTIFICATION

<p>_____ Printed Name</p> <p>_____ Employee Signature</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Vice President, Sakku Investments Corp.</p> <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify this job description is an accurate account of the responsibilities assigned to the position.</p>
<p>_____ President & CEO, Sakku Investments Corporation</p> <p>Date: Day Month Year</p> <p>I approve the delegation of the responsibilities outlined herein and verify that these duties are within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

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