ᐸᐃᕆᔩᑦ ᑎᒍᒥᐊᖅᑎᒃᑯᑦ
PAIRIJIIT TIGUMMIAQTIKKUT
IQALUIT ELDERS SOCIETY

Pairijiit Tigumiaktikkut is a non-for-profit society committed to protecting Elders rights and sense of well-being. The Iqaluit Elders Program provides social activities and food security to members.

ELDERS PROGRAM MANAGER

Reporting to the Executive Director-Pairijiit Tigumiaktikkut, the **Elder Program Manager** will assist in the operation of the Elders Programming at the Elders Qarmaq in Iqaluit, Nunavut.

Obligations for weekend, call-out in an emergency or for events and/or meetings may be set in non-conventional working hours and may mean working on some statutory holidays without additional compensation.

Job Duties:

- Lead the development and planning of programs and activities for elders.
- Assist in the supervision and or participate in the society's programs.
- Assist the executive director with the finances, fundraising and administration as required.
- Assist with minutes and preparation of meetings of the board of Pairijiit, including set up of venues, translators and interpreters and guests, when necessary.
- Assist the cook, when necessary, in preparing the lunch program. Supervise with menu selections with the cook and ensure recipe ingredients are stocked ahead of time.
- Ensure elder assistant staff are doing their jobs such as cleaning of the Elder's Qarmaq.
- Ensure elder assistant staff have the elders' recreational needs such as bingo on Wednesdays.
- Plan, implement and evaluate recreation services for all members.

Requirements:

- Must have a sincere interest in people, the elderly in particular, and possess a genuine sensitivity to their needs.
- A knowledge of finances, administrative skills and minute-taking.

Assets:

- Ability to speak Inuktitut and have Inuit cultural knowledge
- Experience working with elderly adults.

To apply please send resume to execdir@pairijiit.ca
Phone: 867-979-8640. Open until filled

ENGLISH

ᐃᓄᒃᑎᑐᑦ

ENGLISH ᐃᓄᒃᑎᑐᑦ

ᐸᕆᔩᑦ ᑎᒍᒥᐊᖅᑎᒃᑯᑦ ᑮᓇᐅᔭᓕᐅᕋᓱᐊᖅᑎᐅᙱᑦᑐᑦᒃ ᑲᑐᔾᔨᖃᑎᑦ ᓴᐳᔾᔨᓯᒪᔪᒪᓪᓗᑎᒃ ᐃᓐᓇᐃᑦ ᐱᔪᓐᓇᐅᑎᖏᓐᓂᒃ ᖃᓄᐃᙱᑦᑎᐊᕈᓐᓇᕐᓂᖏᓐᓂᒡᓗ. ᐃᖃᓗᖕᓂ ᐃᓐᓇᐃᑦ ᐱᓕᕆᐊᒃᓴᖏᑦ ᐃᓅᖃᑎᒌᓂᒃ ᐱᓕᕆᑎᑦᑎᓲᖑᕗᑦ ᐊᒻᒪ ᓂᕆᑎᑦᓯᕙᑦᑐᐃᑦ ᐃᓚᒋᔭᐅᔪᓄᑦ.

ᐃᓐᓇᕐᓄᑦ ᐱᓕᕆᐊᒃᓴᓄᑦ ᐊᐅᓚᑦᑎᔨ ᐅᖃᕐᕕᖃᖅᐸᒡᓗᓂ ᑐᑭᒧᐊᖅᑎᑦᑎᔨᒻᒪᕆᖕᒧᑦ-ᒍᒥᐊᖅᑎᒃᑯᓐᓄᑦ, ᐃᓐᓇᕐᓄᑦ ᐱᓕᕆᐊᒃᓴᓄᑦ ᐊᐅᓚᑦᑎᔨ ᐃᑲᔪᖃᑦᑕᕐᓂᐊᖅᐳᖅ ᐊᐅᓚᓂᕆᔭᐅᔪᒥᒃ ᐃᓐᓇᐃᑦ ᐱᓕᕆᐊᒃᓴᖏᓐᓂᒃ ᐃᓐᓇᐃᑦ ᖃᕐᒪᖓᓂ ᐃᖃᓗᖕᓂ, ᓄᓇᕗᒻᒥ.

ᐱᓕᕆᐊᒃᓴᐃᑦ ᐱᓇᓱᐊᕈᓯᐅᑉ ᓄᙳᐊᓂ, ᑐᐊᕕᕐᓇᖅᑐᖃᖅᑎᓪᓗᒍ ᑐᐊᕕᕐᓇᖅ - ᑐᖃᖅᑎᓪᓗᒍ ᐅᕝᕙᓘᓐᓃᑦ ᖃᓄᐃᓕᐅᖅᑎᑦᑎᔪᖃᖅᑎᓪᓗᒍ ᐊᒻᒪᓗ/ᐅᕝᕙᓗᓃᑦ ᑲᑎᒪᓃᑦ ᐋᖅᑭᒃᑕᐅᔪᓐᓇᖅᐳᑦ ᑲᑎᒪᓯᔪᖃᑳᓚᒃᐹ ᐊᒻᒪ ᐊᑐᖅᑕᐅᒐᔪᙱᑦᑐᒥᒃ ᐃᖅᑲᓇᐃᔭᕐᓇᐅᑉ ᓯᓚᑕᒎᑦ ᐃᑲᕐᕋᖏᑦ ᑭᓯᐊᓂ ᐃᓪᓚᒋᐊᕋᔭᖏᑦᑐᐃᑦ ᑭᓇᔭᓕ - ᐊᖏᓐᓄᑦ ᐃᓪᓚᓂᑯᓪᓗ ᐃᖃᓇᐃᔭᕐᓗᓂ ᕿᑲᕐᓇᐅᑎᓪᓗᒍ ᑭᓯᐊᓂ ᐃᑲᕋᖏᑦ ᐃᓪᓚᓯᒋ ᐊᕋᔭᖏᑦᑐᐃᑦ ᖄᒃᑲᓐᓂᐊᒍᑦ ᐊᑭᓕᖅᑕᐅᔾᔪᑎᖏᓐᓄᑦ.
ᐃᖅᑲᓇᐃᔮᑉ ᐱᓕᕆᐊᒃᓴᖏᑦ:
• ᐃᑲᕋᑕᕐᕆᓕᒃ ᖃᔭᐅᔨᓴᕐᓗᓂᒋᑦ ᐊᒻᒪᓗ ᐅᕝᕙᓗᓐᓃᑦ ᐱᖃᑕᐅᕙᓪᓗᓂ ᐸᓐᓇᑦᑕᐅᓯᒪᔪᓂᒃ ᐱᓂᕆᖑᕆᔭᓐᓄᑦ ᐃᓐᓇᑐᖃᕐᓄᑦ.
• ᐃᑲᔪᖅᐸᒡᓗᓂ ᑲᒪᔨᒥᒃ ᐃᑲᔪᕆᐊᓖᒃ ᐊᓪᓚᕕᖕᒧᐊᖓᔪᓂᒃ, ᓱᕐ ᓗ ᑭᓇᐅᔭᐃᑦ ᐱᕈᓯᓗᑎᒃ ᐊᒻᒪᓗ ᐊᑉᐱᕆᔭᐅᒑᖓᑦ ᐃᑲᔪᖁᔭᐅᒍᓂ. ᐊᒡᓚᕝᕕᓕᕆᔾᔪᑎᓪᓗ ᑲᑎᒪᑦᑎᒃᓴᐃᑦ, ᓯᕗᓂᐊᒍᑦ ᐊᒻᒪᓗ ᑭᖑᓂᐊᒍᑦ ᐸᖕᓇᕆᐊᓖᑦ ᑲᑎᒪᔩᑦ ᐸᐃᕆᔩᑦ
• ᐱᓗᒍ ᐊᒻᒪᓗ ᐊᕿᒃᓱᐃᓗᓂ ᐃᓪᓚᔪᒃᓴᐃᑦ ᓱᕐᓗ ᑐᓴᔩᑦ, ᐊᒻᒪᓗ ᖃᐃᖁᔭᐃᔪᐃᑦ, ᑕᐃᒪᓐᓇ ᐊᕿᒃᓱᐃᒋᐊᖃᕈᓂᒃ.
• ᐃᑲᔪᕋᑦᑕᕆᐊᖃᕐᕈᓂ ᓂᕿᓕᐅᕐᑎᒥᒃ ᖃᖓᑐᐃᓇᖅ, ᓯᕗᓂᐊᒍᑦ ᓂᕿᔭᒃᓴᐃᑦ ᐊᑐᐃᓇᐅᒋᐊᓖᑦ ᓂᕿᑦ ᐅᓪᓗᕈᒥᑕᕐᓇᒥᒃ ᐱᓕᕆᐊᖏᒎᑦ ᐊᕿᑦᑕᐅᓯᒪᔪᑦ. ᐅᔾᔨᕆᓗᒋᑦ ᖃᐅᔨᓴᓗᓂᒌᑦ ᖃᓄᓂᐊᕐᒪᖓᑦᑕ
• ᐅᓪᓗᕈᒥᑕᕋᑦᓴᐃᑦ ᓂᕿᓕᐊᕆᔭᒃᓴᖏᑦ ᐊᒻᒪᓗ ᖃᐅᔨᒪᒋᐊᓕᖏᑦ ᐱᕙᒌᔭᖅᓯᒪᒋᐊᓖᑦ ᓂᕿᔭᒃᓴᐃᑦ ᐊᑐᐃᓇᐃᒋᐊᖃᓱᖑᔪᐃᑦ ᓯᕗᓂᐊᒎᑦ ᐱᓕᕆᔪᒃᓴᐅᑕᐅᕗᖅ ᓯᕗᓂᐊᒍᑦ ᑕᐃᒪᓇ.
• ᖃᐅᔨᒪᒋᐊᓕᖏᑦ ᐃᖃᓇᐃᔭᕐᑏᑦ ᐊᓯᖏᑦ ᐱᓕᕆᑦᓯᐊᕋᓗᐊᕐᒪᖔᑦᑕ ᓱᕐᓗ ᓴᓗᒪᖅᓴᖅᑕᐅᑦᓯᐊᕋᓗᐊᕐᒪᖓᑦ ᐃᓇᕐᓄᑦ ᖃᒻᒪᖅ.
• ᖃᐅᔨᒪᒋᐊᓕᖏᑦ ᐃᓇᕐᓄᑦ ᐃᑲᔪᕐᑎᒃ ᐃᖃᓇᐃᔭᕐᑎ ᐊᑐᐃᓇᐅᑎᑦᓯᒐᓗᐊᕐᒪᖓᑦ ᐱᙳᐊᕋᒃᓴᖏᓐᓂᒃ ᐱᕙᒋᔭᕐᓯᒪᖕᒪᖔᑕ ᓱᕐᓗ ᐱᖓᑦᓯᕐᒥᑦ ᐲᒍᕋᑦᓴᐃᑦ ᓄᓗᕋᑦᓴᖏᑦ ᐊᑐᐃᓇᐅᖕᒪᖓᑦᑕ.
• ᐸᖕᓇᕆᐊᓕᖏᑦ, ᐃᓱᒪᒋᔭᖃᑦᑎᐊᕆᐊᓕᒃ ᐃᓄᖕᓂᑦ, ᑲᐃᓐᔪᓇᕐᓯᓂᑦᑦᓯᐊᓗᒍ ᐊᒻᒪᓗ ᖃᐅᔨᓴᕋᑦᑕᕐᓗᓂᒌᑦ ᐱᔨᑦᓯᕈᑏᑦ ᑐᕋᖓᔪᑦ ᐃᓪᓚᐅᔪᓐᓄᑦ. ᐊᑐᖅᑕᐅᔭᕆᐊᓖᑦ:

• ᐸᖕᓇᕆᐊᓕᖏᑦ, ᑲᔪᓯᑦᓯᐊᓗᒍ ᐊᒻᒪᓗ ᖃᐅᔨᓴᕋᑦᑕᕐᓗᓂᒌᑦ ᐱᔨᑦᓯᕈᑏᑦ ᑐᕋᖓᔪᑦ ᐃᓪᓚᐅᔪᓐᓄᑦ ᐃᓱᒪᒋᔭᖃᑦᑎᐊᕆᐊᓕᒃ ᐃᓄᖕᓂᑦ, ᐃᓐᓇᕐᓂᑦ ᐱᓗᐊᙳᐊᖅᑐᒥᒃ, ᐊᒻᒪᓗ ᐃᒃᐱᒍᓱᑦᑎᐊᖅᖢᑎᒃ ᐱᔭᕆᐊᖃᖅᑕᖏᓐᓂᒃ.
• ᖃᐅᔨᒪᓂᖃᕐᓗᓂ ᑮᓇᐅᔭᓕᕆᓂᕐᒥᑦ, ᐊᒡᓚᕝᕕᓕᕆᔪᓐᓇᕐᓂᕐᒥᑦ ᐊᒻᒪ ᑲᑎᒪᔾᔪᑎᓂᑦ ᑎᒍᓯᓂᖅ.
ᖃᐅᔨᒪᓗᓂ:
• ᐃᓄᒃᑎᑐᑦ ᐅᖃᓪᓚᒍᓐᓇᕐᓗᓂ ᐊᒻᒪ ᐃᓄᐃᑦ ᐃᓕᖅᑯᓯᖏᓐᓂᒃ ᖃᐅᔨᒪᓗᓂ
• ᐃᓐᓇᕐᓂᒃ ᐱᓕᕆᖃᑎᖃᖃᑦᑕᖅᓯᒪᓗᓂ.

ᐱᓇᔪᒍᒪᒍᕕᑦ ᐃᖅᑲᓇᐃᔮᒧᑦ ᐱᔪᒥᓴᐅᑎᑦ ᓇᒃᓯᐅᑎᓗᒋᑦ execdir@pairijiit.caᐅᖄᓚᐅᑎᖓ: 867-979-8640. ᒪᒃᐱᖅᓯᒪ-
ᐃᓐᓇᕐᓂᐊᖅᑐᖅ ᐃᓐᓄᓚᐅᙱᓐᓂᖓᓂ