

- Manage the various aspects of a PE (financial, material and human resources, according to its mission, values, objectives and budgets) in order to ensure the coordination of its activities, following corporate expectations;
- Assume responsibility for the day-to-day operations of the PE and the effectiveness of its services;
- Intervene with participants to improve their skills and behaviours;
- Deliver training to participants and ensure their individual follow up;
- Ensure relations with the various partners and communities;
- Provide support to the participants in their experience and refer them to the appropriate resources if needed;
- Ensure that experiential learning is done in accordance with professional standards;
- Ensure the coordination of all the activities of the PE with the various partners and the job market.

## **DESIRED PROFILE**

### **Qualifications:**

- Undergraduate diploma in a relevant field, or a combination of studies and relevant experience;
- Work experience in multicultural settings (especially in indigenous and northern communities);
- A minimum of five (5) years of work experience in a counselling or trainer position;
- Experience in a management position;
- Knowledge of the operation and administrative practices of a company;
- Knowledge of the employability field and of andragogy and its challenges;
- Proficiency in Office 365 and Sage 50 software;
- Bilingualism: spoken and written English is required, French or Inuktitut is an asset.

*\* Fluency in spoken and written English is required for this position since the Indigenous clientele served by this service mainly holds English as a second language, in addition to their native language, which is Inuktitut.*

### **Generic skills and aptitudes:**

- Great autonomy, flexibility and capacity to manage unexpected situations;
- Solution-oriented, creative person with problem-solving and interpersonal skills;
- Experience with facilitating groups and delivering personal counselling;
- Great sense of planning, organization, initiative, innovation and priorities;
- Leadership, ability to work in a team setting and supervise staff;
- Excellent verbal and written communication;
- Knowledge of infrastructure, politics and socioeconomic realities of Nunavik is an asset.

## **WORKING CONDITIONS**

### **Place of work:** Inukjuak, Quebec

- ✓ Permanent / Full-time 35 hours per week
- ✓ Competitive yearly salary between \$107 836 to \$148 275
- ✓ Collective insurance
- ✓ Group retirement savings
- ✓ 12 sick days per year

### **Other benefits:**

- Cost of living differential: Minimum of \$10 033/year
- Food allowance: Minimum of \$5 154/year
- Annual leave trips: maximum of 3 per person annually

**Application deadline:** April 18, 2025

**Start date:** As soon as possible

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 for this position. Submit your resume and letter of interest to Isabelle Picard by email at [ipicard@psjeunesse.org](mailto:ipicard@psjeunesse.org)



PSJ Counseling  
employment center

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