

JOB POSTING

Employment Counselor (Maternity leave replacement) Iviritvik Center – Verdun, Montreal



The IVIRTIVIK Center offers employment services to Inuit 18 years old and over 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 Iviritvik. The employment counsellor'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:

- ✓ Full-time 35 hours per week / Temporary contract
- ✓ Salary of \$26 / hour
- ✓ Office next to Verdun metro (Montreal)
- ✓ Collective insurance
- ✓ Group retirement savings
- ✓ 12 sick days per year

Main responsibilities:

- Provide individual follow-ups and counselling to the participants;
- Animate and update workshops ensuring they are culturally adapted and pertinent for the job market;
- Help the participants maintain their motivation and provide support throughout the program;
- Maintain contact with the participants to encourage their daily presence at the Centre and its activities;
- General office and administrative tasks;
- Accompany the participants for activities or services taking place outside the Centre;
- Assist the participants during active job search;
- Represent and promote Iviritvik services with various partners and events;
- General office and administrative tasks;
- Perform any other related duties requested by the Team Leader and/or the Management.

Characteristics sought:

- Work experience in multicultural settings (especially in indigenous and northern communities);
- Experience with facilitating groups and delivering personal counseling;
- Excellent interpersonal skills, resourcefulness and open-mindedness;
- Great autonomy, flexibility, adaptability and capacity to manage and adapt to unexpected situations;
- Understanding, appreciation and respect of the culture, history and language of the Inuit clientele;
- Enthusiastic and dynamic;
- Respect the confidentiality of all information at the Centre.

Requirements:

- Undergraduate diploma in a relevant field, or a combination of studies and relevant experience;
- Spoken and written English is required (knowledge of French and/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.*

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

Application deadline: February 18, 2026

Start date: March 2, 2026

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 by email to Isabelle Picard at ipicard@psjeunesse.org

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