

PROJECT COORDINATOR (ASETS)



The Inuvialuit Regional Corporation (IRC) invites applications for the position of Project Coordinator for the Aboriginal Skills and Employment Training Strategy (ASETS) fund.

Under the guidance of the current Project Coordinator, the successful applicant will work through a training period to gain critical skills prior to taking on full responsibility for coordinating the ASETS project in accordance with the federal agreement.

The incumbent will develop and implement annual operating plans and budgets; submit regular financial and written reports; maintain records systems; oversee the integrity of the database system; assess program applications; develop and monitor service provider and student funding agreements; make ASETS funding information available to beneficiaries; support beneficiary clients in achieving career objectives as they align with ASETS funding; and build and maintain partnerships with businesses and community organizations to facilitate on-the-job training opportunities for clients.

The ideal candidate for this position will have successfully completed post-secondary education and have a minimum of three years of relevant work experience. Equivalencies may be considered. The position requires strong financial management skills, excellent written and verbal communication skills as well as a demonstrated dependable work ethic, computer proficiency and the ability to manage multiple tasks simultaneously.

Client case management experience and the coordination and evaluation of programs would be considered an asset.

IRC offers a competitive compensation package commensurate with qualifications and experience in addition to generous northern benefits, relocation and travel allowances.

Should this excellent opportunity interest you, please submit a cover letter and resume in confidence to:

Inuvialuit Regional Corporation
Human Resources Department
Email: jobs@irc.inuvialuit.com

Closing date: February 6, 2012

Thank you for your interest, only candidates selected for an interview will be contacted. Priority consideration is given to beneficiaries of the Inuvialuit Final Agreement.