

- Deliver training to the participants and ensure their individual follow up;
- Provide the job search activities and assist the participants during active job search;
- Animate and update workshops ensuring they are culturally adapted and pertinent for the job market;
- Animate basic conversational English classes and computer skills development classes;
- Provide individual follow-ups and counselling to the participants to improve their skills and behaviours;
- Provide support to the participants and refer them to the appropriate resources if needed;
- Help the participants maintain their motivation and provide support throughout the program;
- Maintain contact with the participants to encourage their daily presence at the office and its activities;
- Represent and promote AJURISARVIK services with various partners and events;
- Act as a replacement for the daily operations in case of absences of the PE Manager;
- General office and administrative tasks;
- Perform any other related duties requested by the Management.

DESIRED PROFILE

Qualifications:

- 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;
- Proficiency in Office 365;
- Bilingualism: excellent spoken and written English is required, French or Inuktitut is an asset*;
- Undergraduate diploma in a relevant field, or a combination of studies and relevant experience is an asset;
- Knowledge of the employability field and of adult education and its challenges 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 and ability to work in a team setting;
- Excellent verbal and written communication;
- Knowledge of infrastructure, politics and socioeconomic realities of Nunavik is an asset.

WORKING CONDITIONS

Place of work: AJURISARVIK Office, Inukjuak, Quebec

- ✓ Permanent / Full-time 35 hours per week
- ✓ Competitive yearly salary between \$51 077 and \$86 867
- ✓ 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: September 2026

Start date: ASAP

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

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