



Canadian
Children's
Literacy
Foundation

Fondation pour
l'alphabétisation
des enfants
canadiens

PROGRAM MANAGER, EARLY WORDS NUNAVUT

Location: The Canadian Children's Literacy Foundation's offices are in Toronto; however, applicants located anywhere in Canada will be considered. This role will require travel to Nunavut 2-3 times per year.

Salary range: Annual salary of 70,000 - \$90,000, commensurate with experience.

Posting date: May 12, 2023

Closing date: Applications will be reviewed as they are received, and interviews will take place on a rolling basis until the role is filled.

The [Canadian Children's Literacy Foundation](#) / La [Fondation pour l'alphabétisation des enfants canadiens](#) ("CCLF") is a charity that was founded in May 2017 with the mission of ensuring that all children in Canada are equipped with the literacy skills they need to achieve their full potential. The *Early Words* program is currently being implemented in 66 healthcare clinics across Canada, 18 of which are in Nunavut. Our goal is to support all 24 communities in Nunavut by 2024.

Reporting to and working closely with the Director, Early Words, the **Program Manager, *Early Words Nunavut*** will be responsible for the continued implementation, growth, and program improvement of the [Early Words/Premiers mots](#) program across Nunavut.

The successful incumbent will also play a pivotal role in developing a shared understanding of the firsthand experiences, practices, and knowledge of how families support their children's literacy skills development, as well as the barriers that they face in doing so.

We are looking for candidates with the ability to develop trusting relationships with key partners in Nunavut, which include public health nurses, community health representatives, community leaders, and government representatives. The ideal candidate will have experience facilitating and/or delivering community programming within Indigenous and/or remote communities, and an understanding of the complexities of the healthcare system in Northern Canada.

CCLF strives to foster a workplace that reflects the diversity of the communities it serves, and welcomes applications from candidates who demonstrate the required skills and abilities. CCLF is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise if you require any accommodations to ensure a fair and equitable selection process.

Key Roles and Responsibilities:

- Lead the development, implementation, and evaluation of *Early Words* programming in Nunavut
- Maintain ongoing communications and program implementation support for current and new program sites
- On-board and train healthcare providers and community health representatives at *Early Words/Premiers mots* program sites



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- Lead book curation and purchasing for Nunavut program sites
- Coordinate network of advisory supports through Friendship centres, community organizations, and Elders to ensure program materials are aligned with Inuit ways of living and childrearing
- Track program progress against milestones and budgets
- Lead *Early Words* projects relating to the Nunavut context while employing principles of project management, including planning and execution
- Manage/hold vendors accountable for projects relating to resource development, book ordering, Inuktitut and Inuinnaqtun translations, and evaluation
- Manage junior team members through team building, mentoring, and providing constructive feedback
- Partner and collaborate with team members to ensure overall *Early Words* program consistency, improvement, and fidelity
- Support Senior Fundraising Manager with annual reporting, and future funding proposals related to programming in Nunavut
- Maintain existing relationships and develop new relationships with partners from a variety of sectors, including healthcare, early childhood education, book publishers, and literacy organizations to support outreach, program growth/development, and program fidelity

Professional Experience and Qualifications:

- A minimum of 4-6 years of relevant work, lived, and/or community experience
- Commitment to and passion for reducing literacy disparities among children
- Post-secondary education, or equivalent experience, in early childhood education, healthcare, children's literacy, education, or another relevant subject area.
- Relevant experience in community research, program development, implementation and/or evaluation strategies
- Strong cultural competence and judgement
- Excellent project management skills and attention to detail
- Experience developing and fostering relationships with community members and partners in Indigenous and/or remote communities
- Experience selecting and managing with vendors and suppliers
- Strong English writing and editing skills. Inuktitut and/or Inuinnaqtun language skills are a strong asset

Compensation & Work Environment

This is a full-time position with a salary between: \$70,000 to \$90,000 commensurate with experience plus health and dental benefits. CCLF's offices are currently located in downtown Toronto, however applicants located anywhere in Canada will be considered. This role will require travel to Nunavut 2-3 times per year.



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Applications will be reviewed as they are received, and interviews will take place on a rolling basis. We thank all applicants for their interest, but only candidates selected to advance to the next stage will be contacted.

Please submit your resume along with a cover letter that includes up to six bullet points indicating how you see your background aligning with this role. Applications must be in one file and be submitted only to recruitment@childrensliteracy.ca, cc'ing njshukla@childrensliteracy.ca.