



WE'RE HIRING!

We're looking for an **Administrative Assistant**.

with strong organizational and problem-solving skills who is creative, self-motivated, and eager to learn about all aspects of the Foundation!

Contract: Full-time one (1) year contract, 35 hours per week

Location: Hybrid position, work from home and designated locations in Ottawa determined by program needs. Requirements to travel to remote northern communities as needed.

Please send your cover letter and resume to hr@arcticrose.org

Deadline to Apply: July 18, 2025

Overview

The Arctic Rose Foundation (ARF) is a registered Canadian charity that provides Inuit and Indigenous youth living in Northern communities, a safe space to participate and grow through arts-based and culturally grounded afterschool programs. Our programs utilize Indigenous-led expressive arts, facilitated by local high school youth and young adults who are trained and employed by the ARF. For more information about ARF, please visit www.arcticrose.org

The **Administrative Assistant** provides program support and assists with coordination and administration and maintenance of ARF programs. This includes scheduling meetings, coordinating travel, training, and events, assisting with supply & inventory control, and internal/external communications. This position requires someone who is highly organized, demonstrates initiative and problem-solving skills. The ideal candidate will demonstrate a willingness to learn about all aspects of the foundation.

Core Responsibilities

- Coordinate travel arrangements for ARF staff, guest artists and youth team as required.
- Book facilities and spaces for training sessions and program events.
- Schedule and host virtual/in-person guest artist sessions, meetings, and youth mentoring sessions.
- Prepare and process shipments of supplies to ARF program locations
- Maintain up-to-date files of paper and virtual program records in an orderly and confidential manner.
- Order office and program supply as needed and manage inventory.
- Gather employee onboarding documents.
- Assist ARF youth team as needed.
- Help youth team complete and submit accurate time sheets.

Desirable Qualifications, Experience and Skills

- High school diploma or post-secondary certification
- Minimum one year of program or administrative experience
- Previous experience working within Inuit or Indigenous communities is an asset
- Proficiency in Microsoft office and virtual meeting software (Zoom, MS Teams)
- Self-motivated, results-oriented, takes initiative and collaborates in a team environment
- Knowledge of office administrative practices and procedures
- Demonstrates ability to work remotely and independently
- Meets deadlines with attention to detail
- Knowledge of the history, inequities and barriers, and socio-economic determinants of health in Inuit and Indigenous communities.
- Effective communication skills, both oral and written English
- Knowledge of Inuktitut or another Indigenous language an asset

Conditions of Work

- Occasional travel required to remote northern communities in Nunavut, NWT and Ontario
- Successful completion of a vulnerable sector check
- Proof of up-to-date vaccinations
- Access to stable and reliable internet from home is required.
- Valid driver's license, access to a car is an asset.
- Occasional evening and weekend work is required

NOTE: If two or more equally qualified candidates are considered for this position, preference will be given to the candidate of Inuit or Indigenous descent.

If you are interested in this opportunity, please send a cover letter, and resume to hr@arcticrose.org