



WE'RE HIRING!

We're looking for a **Program Coordinator - Nunavut.**

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, 37.5 hours per week

Location: Hybrid position, work from home and designated locations determined by program needs. Accepting candidates from Iqaluit, Rankin Inlet or Ottawa area.

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 **Program Coordinator – Nunavut**, is responsible for coordinating and implementing ARF's programs in Inuit communities in accordance with the program's objectives, workplan and budgets. The incumbent will be self-motivated, results-oriented, with strong initiative and the ability to work both independently and within a small team of a rapidly growing organization.

Core Responsibilities

- Book facilities or virtual spaces, arrange catering, coordinate travel and send out materials for training meetings
- Ensures travel expense claims, including supporting receipts, are submitted in a timely manner for approval by the Program Manager.
- Schedule, book and host monthly virtual or in person Guest Artists sessions.
- Coordinate bi-weekly team meetings or mentoring sessions.
- Work with the Program Manager to implement coaching and professional development of the youth team and community supervisors, lead youth engagement activities
- Compile and maintain monthly statistics, prepare monthly activity and funder reports
- Assist in program supervision, evaluation and special event planning.
- Grant and proposal writing
- Support relationship building and partnership development in the region.

- Support recruitment and onboarding of any new staff members in Nunavut
- Support Community Artist Liaison & Mentor (CALM) Workers and community supervisors and prepare schedules.
- Coordinate snack purchases for afterschool program, local food hamper distribution

Desirable Qualifications, Experience and Skills

- Post-secondary certification and/or high school diploma with relevant work experience.
- Post-secondary social sciences, recreation, youth worker, community services, education or similar
- Minimum of three (3) years program coordination experience.
- Experience working with children and youth.
- 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 highly preferred (additional compensation is offered).

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.
- Completion of a two-week training period.

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