# ArcticNet >PP5%C%DF% DP7&4%Nrc



## **North-by-North Program Coordinator**

www.arcticnet.ca

ArcticNet is a Canadian research network that brings together scientists, engineers, and managers in the natural, human health and social sciences with their partners in Indigenous organizations, northern communities, government, and industry to help Canadians face the impacts and opportunities of climate and socio-economic change in the Arctic.

#### **DESCRIPTION OF THE POSITON**

ArcticNet is currently seeking a motivated **North-by-North Program Coordinator** to support its North-by-North Program. This position will work closely with, and be supervised, by ArcticNet's Northern-Led Research Program Officer. This position will bring you into an enthusiastic team of northerners, professionals, students and researchers, all with a vested interest in the North. This Coordinator will assist in coordinating the research programs and committees under the North-by-North Program by:

- Coordinating and arranging meetings and other program-related events for the Inuit Research Management Committee (IRMC), the Inuit and Indigenous Research Advisors (IRAs), the Territorial Advisory Committee (TAC) and other upcoming northern committees:
- Drafting and preparing correspondence and agendas;
- Taking and preparing meeting minutes;
- Maintaining, updating, and organizing program documentation;
- Acting as a point of contact for funded projects, IRMC, TAC and the other upcoming committees, organizing and directing queries to the appropriate parties (IRAs, Inuit Tapiriit Kanatami (ITK), Inuit Circumpolar Council Canada (ICC-C), ArcticNet, Université Laval (ArcticNet's host institution);
- Preparing and/or assisting with the preparation, writing, translation of key documents such as briefing notes, program guides and handbooks, program reports, etc.);
- Managing and responding to program-related emails and program-related information requests;
- Distributing program-related documents and information:
- Assisting with website maintenance and other program communication vehicles (blogs, newsletters, etc.);
- Supporting ArcticNet's Knowledge Mobilization (KM) Coordinator in developing KM products and initiatives for the North-by-North program (webinars, online workshops, audiovisual content, etc.);
- Supporting annual Student Day activities in collaboration with ArcticNet's KM coordinator, the ArcticNet Student Association (ASA), and the IRAs;
- Collaborating with the IRMC and/or the ASA to organize the Inuit Culture Night and assist with the Inuit Poster Awards for the Annual Scientific Meetings (ASMs) and Arctic Change meetings;
- Working with the rest of the ArcticNet team to provide logistical support to ArcticNet's Annual Scientific Meetings, and other committee meetings such as the Research Management Committee (RMC); and
- Assisting with any other duties required by the program.

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### KNOWLEDGE, SKILLS, EDUCATION AND EXPERIENCE

- Excellent verbal and written English; comprehension of Inuktitut and/or French is an asset;
- Bachelor's degree with at least 2 years' experience directly related to the tasks, responsibilities and skills specified;
- Experience working with Inuit, First Nations, and Métis communities in the North;
- Knowledge of the northern environment and its inhabitants;
- Understanding of the research and policy issues facing Inuit and First Nations within Inuit Nunangat and the broader Canadian North is an asset;
- Ability to work both independently and in a group setting with diverse partners and stakeholders;
- Experience with research budget management is an asset;
- Exceptionally skilled in interpersonal relations and communications;
- Strong organizational, problem solving, and time management skills;
- Superior accuracy and attention to detail; and
- Strong computer proficiency: MS Office applications is required and ability to use the Survey Monkey App is an asset.

#### WORKPLACE

ArcticNet has offices located at Université Laval, Québec City, Québec and at the University of Ottawa, Ottawa, Ontario or other locations in Ottawa. There is a preference for the selected to candidate to work at the Ottawa office with the Northern-Led Research Program Officer. ArcticNet requires an in-person presence of at least 2 days per week.

### **CONTRACT DETAILS AND WORKING CONDITIONS**

Full-time position
Willingness to live and work in Québec City or Ottawa
12-month contract renewable
Competitive salary with benefits
Position to be filled in February

**DEADLINE:** February 13, 2025 at 5pm eastern time.

Address a cover letter and your CV in **one single PDF file**, including 3 references to Stéphanie Dubé by email: <a href="mailto:stephanie.dube@arcticnet.ulaval.ca">stephanie.dube@arcticnet.ulaval.ca</a>

In accordance with stipulated requirements regarding immigration in Canada, priority will be given to Canadian citizens as well as permanent residents of Canada.

ArcticNet is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. If you require assistance with your application, please contact arcticnet@arcticnet.ulaval.ca