ArcticNet
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# EVENTS AND COMMUNICATIONS OFFICER

**ArcticNet Inc.**
www.arcticnet.ca

ArcticNet is a non-for-profit organization that brings together more than 200 Arctic researchers, engineers and managers studying human health, natural and social sciences in the Arctic. With partners from Inuit and First Nations organizations, northern communities, 40 Canadian post-secondary institutions, multiple federal and provincial government agencies, ArcticNet works collaboratively with international research teams across the globe to study the impacts of rapid climate, environmental and socio-economic change.

**WORK SUMMARY**

ArcticNet is currently seeking a motivated and passionate **Events and Communications Officer** to increase the impact of our Arctic research activities through managing the Annual Scientific Meetings (ASMs) and international Arctic Change conferences (the largest Arctic research conference in the world), first-class communication activities, and marketing initiatives. This includes working with the ArcticNet team to help mobilize and promote the organization's research projects, support the organization's engagement with stakeholders and government, and help position ArcticNet for a successful future as a world leader in Arctic science.

A significant portion of this role is the event coordination and marketing of the ASMs and international Arctic Change conferences. These annual meetings host over 1200 participants from across the globe. This event brings together the world's foremost northern scientists, research partners, and stakeholders to discuss the emerging global challenges and opportunities arising from rapid changes in the circum-Arctic.

This position will bring you to work with an enthusiastic team of Northerners, professionals, students and researchers, all with a vested interest in the Canadian Arctic and North. Under the supervision of the Executive Director, the Events and Communications Officer will, with varying degrees of responsibility:

**EVENT COORDINATION**

- Coordinate, organize and oversee all aspects the ArcticNet Annual Scientific Meetings and international Arctic Change conferences with support from the team;
- Engage with existing sponsors and exhibitors and support the Partnerships Manager in seeking new sponsorship opportunities;
- Liaise with the event venue, caterers, participants, presenters, and external contractors as required in the planning of the annual meetings;
- Manage the conference's budget with the Finance and Administration Manager; and,
- Plan and execute communication and marketing for the event, including key message development, digital communications, and media relations.

**COMMUNICATIONS**

- Implement the communication plan for ArcticNet including the ArcticNet website, social media, media relations, and publications (annual reports, articles, newsletter, brochures, Arctic Minded podcast);
- Work with the research team to promote the organization and its research results;
- Oversee the work of the part-time Communications Assistant, who will support this position on communications activities including social media, website and newsletter updates;

- Propose strategies, approaches, and communication/advertising mediums. Implement the ones selected;
- Draft and release all media materials, including press releases, media kits, and more;
- Support the senior leadership team with Board reporting, presentations, and marketing materials; and,
- Participate in the elaboration and announcement of a long-term strategic plan relative to the development of future ArcticNet activities.

**ESSENTIAL QUALIFICATIONS**

- Excellent verbal and written English and French;
- Experience planning and executing large-scale events;
- Bachelor's degree with experience ranging from recent graduate to 5 years directly related to the tasks, responsibilities and skills specified is preferred;
- Social media specialist;
- Knowledge of ArcticNet objectives, program and research projects;
- Mastery of the principles of communications, public relations, media relations, and knowledge mobilization;
- Strong competencies in coordination and organizational skills;
- Strong competencies in interpersonal and communication skills;
- Awareness of Northern environment and its inhabitants;
- Knowledge of science and the university research environment.

Experience in the Arctic or North would be considered an asset.

**SKILLS**

- Plan, develop, and coordinate multiple projects and events;
- Clear and dynamic writing and speaking style for drafting articles, news stories, briefings, and dealing with media and partners;
- Creative approach to problem solving;
- Evaluate and edit the content, structure and format of a wide range of written material;
- Work to tight deadlines often independently;
- Transform complex, technical information into engaging and understandable text;
- Establish and maintain excellent working relationships with the administrative teams, researchers, partner organizations and external consultants.
- Experience in Word Press, Sprout Social, Meltwater, Canva, Mailchimp, or other similar platforms.

**WORKPLACE**

The ArcticNet has offices located at Université Laval, Québec City, Québec and at the University of Ottawa, Ottawa, Ontario. There is a strong preference for the selected candidate to work in the Québec City offices. The workplace is a bilingual environment requiring both English and French verbal and written communication skills. ArcticNet is a national research initiative with end users focused in Northern Canada; communications must be of very high quality and managing translations into Inuktitut, First Nation and Métis languages is often necessary.

**CONTRACT DETAILS AND WORKING CONDITIONS**

Willingness to live and work in Quebec City
12-month contract renewable

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Competitive salary
Position to be filled immediately

**DEADLINE:** April 22, 2025 at 5pm eastern.

**Address your cover letter and CV merged into a single PDF file, including 3 references to:**
Stephanie Dubé, stephanie.dube@arcticnet.ulaval.ca

*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, diversity, and inclusion 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.*