



## INUIT CIRCUMPOLAR COUNCIL (CANADA)

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**Position:** Office & Project Coordinator – Ottawa, ON

**Classification:** Full-time, permanent position

**Reporting to:** Reporting to the Executive Director and Project Leader for the secondary part-time project coordination duties when assigned by the Executive Director

### Job Summary:

This position has two distinct set of duties and responsibilities. The primary full-time duties will be to provide efficient, responsive, and professional office administrative support to the ICC Canada office. Under the mentorship of the Project Lead, the main part-time duties as a project coordinator will be to provide necessary support. There may be requirements to travel.

### Key Responsibilities:

#### 1. Administrative Support

- Perform reception responsibilities including greeting visitors, screening and directing calls and correspondence, and answering general inquiries from the public
- Maintain a professional environment at all times in common areas
- Support the planning and administration of Board and other meetings by performing duties such as organizing meeting locations, preparing meeting materials, distributing agendas, and related items
- Assist with the preparation and logistics of events and meeting or conference call logistics including preparing material, distributing invitations, arranging catering, and other related activities
- Attend meetings as required, taking minutes and capturing action items
- Provide general office management support such as ordering and maintaining office and kitchen supplies, ensuring equipment is in working order and the office and kitchen are maintained professionally
- Calendar management, file management, staff event management
- Provide administrative support to all departments and staff as required including office security, finance, communications, human resources, etc.
- Arrange travel, accommodations and conference registrations for staff and Executives
- Maintain effective physical and electronic office filing systems
- Other related responsibilities as required

## 2. Project Coordinator

- Assist with project activities such as making logistical arrangements, coordinating translation of materials and scheduling and attending meetings
- Gather, collect and analyze information related to specific project requirements

### **Qualifications & Experience:**

- Post-secondary education in a related field such as office management, business, or a combination of relevant education and experience
- 3+ years of related experience with administrative support and procedures
- High level of proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and database management skills
- Strong oral and written communication skills
- Fluency in English and Inuktitut would be an asset
- Strong organizational skills and attention to detail
- Sound judgment, strong analytical skills and ability to be flexible in a changing work environment
- Demonstrates professionalism, maturity, tact and diplomacy
- Strong interpersonal skills, a positive attitude and is a team player
- Experience with web and social media content creation and posting
- Ability to travel when required
- Knowledge of Inuit history and political structure

### **Working Conditions and Other Information:**

- Work is normally performed in a typical interior/office work environment including frequent use of computer;
- Work in a generally comfortable work environment with limited exposure to physical risk;
- Must be hardworking and committed to ICC's mandate;
- Requires sensitivity and awareness to Inuit culture.

### **Application Process:**

To apply, forward your covering letter and resume with the subject heading "Office & Project Coordinator" in the subject line to the attention of Jocelyne Durocher at [jdurocher@inuitcircumpolar.com](mailto:jdurocher@inuitcircumpolar.com). Please title your resume attachment with your first and last name. Closing date for priority selection is **May 13, 2022**, however we will continue to accept resumes after this date until the position is filled.

Applicants who are a Beneficiary under an Inuit Nunangat Land Claims Agreement will be given priority hiring. We encourage applicants to self-identify. We would like to thank all applicants in advance for their interest in ICC Canada. However, only those selected for an interview will be contacted.