



INUIT CIRCUMPOLAR COUNCIL (ICC) CANADA

75 Albert Street, Suite 1001
Ottawa, ON
Canada
K1P 5E7

Job Description

Position Title: Vice-President, International Affairs
Classification: Elected; part-time (20 hours/month on average)
4-year term (July 2026 to July 2030)
Reports to: ICC Canada Board of Directors

Description

The Vice-President, International Affairs assists the ICC Canada President to implement the organization's mandate. The ICC Canada Vice-President, International Affairs is also a Council Member of the Inuit Circumpolar Council, responsible for communicating the views of Inuit in Canada and working collaboratively with Inuit leaders from Alaska, Canada, Kalaallit Nunaat, and Chukotka to advance and advocate for Inuit rights. The Vice-President, International Affairs assists the ICC Canada President in ensuring that the ICC Canada obligations, as determined by the delegates to the 2026 ICC General Assembly and resulting from the 2026 Declaration, are fulfilled. This position requires a high level of understanding of Inuit issues.

The Vice-President President, International Affairs needs to have experience in leadership, knowledge of national and international Inuit priorities, and foreign policy. The Vice-President, International Affairs, interacts with high-level politicians, diplomats, civil servants, and community leaders when requested by the ICC Canada Board of Directors and/or the ICC Canada President. This position requires travel around the world to ensure the implementation of the ICC Canada mandate.

The ICC Canada Vice-President is also the Vice-President, International Affairs of the I.C.C. Foundation/Fondation I.C.C., our charitable organization, dedicated to fundraising to support the work of ICC Canada. The Vice-President, International Affairs, carries out these duties and responsibilities (minimal) in accordance with the I.C.C. Foundation /Fondation I.C.C. bylaws.

Primary Duties and Responsibilities

Collaborate with internal and external stakeholders:

- Act as an ambassador for ICC Canada when requested by the ICC Canada Board of Directors and/or the ICC Canada President at high-level meetings and negotiations, including the Arctic Council, multiple United Nations bodies and agencies, with the Government of Canada, and foreign governments;
- Act as an ambassador for ICC as Council Member when requested by the Executive Council and the ICC Canada President at high-level meetings and negotiations;

- Maintain close relationships with key public and private sector influencers, partners and stakeholders;
- Follow international geopolitical news and events to inform the Board of Directors of potential impacts to Inuit in Canada;
- Attend all meetings of the ICC Canada Board of Directors and assist the ICC Canada President when requested;
- Attend all meetings of the ICC Executive Council and assist the ICC Canada President in ensuring the Board of Directors is kept informed of Executive Council discussions and activities;
- Ensure appropriate participation from Inuit in Canada in international ICC meetings and delegations, on ICC Committees, and at the General Assembly;
- Cultivate, maintain and ensure that constructive relationships exist between Executive Council members and Inuit leaders in Canada.

Create Vision and Strategy:

- Develop and execute multi-year strategic plans, in cooperation with the ICC Canada President and ICC Canada Executive Director, to implement resolutions of the ICC Canada Board of Directors
- Develop and execute multi-year strategic plans, in cooperation with the ICC Canada President and ICC Canada Executive Director, to implement the mandate of the organization as determined by the delegates to the 2026 ICC General Assembly and resulting 2026 Declaration, and in accordance with the ICC Canada Bylaws, the ICC Charter, and ICC Bylaws;
- Assist the ICC Canada President in monitoring the organization's progress toward its strategic goals and make necessary recommendations and adjustments when required

Achieve results:

- Ensure that policies and positions taken by the ICC Executive Council take into consideration the priorities, policies and positions of Inuit in Canada as communicated by the Board of Directors;
- Ensure all Board of Directors is fulfilling its governance responsibilities and that decisions are in alignment with ICC Canada mandates and bylaws;
- Provide guidance and leadership on international policy development;
- Contribute to the development of pan-Inuit positions on specific issues of international concern at the ICC Executive Council;
- Other duties as required and determined by the ICC Canada Board of Directors and/or the ICC Canada President.

Required qualifications – skills and experience:

- Proven record of passion and commitment to advocacy for Inuit rights and priorities;
- Tact and diplomacy, with the ability to listen and engage with a broad diversity of individuals, governments, and organizations;

- Experience as a Board of Directors member and/or experience in a senior strategic leadership role;
- Ability to accurately and publicly represent and express the views of an organization;
- Strong ability to network and build relationships;
- Comfortable addressing large audiences and possess superior public speaking skills;
- Excellent oral and written communication skills in English, with fluency in Inuktitut an asset;
- Familiar with Microsoft 365, including Outlook and SharePoint;
- Discretion and the ability to maintain confidentiality.

Required qualifications – other:

- Must be an Inuk beneficiary, recognized by one of the four Inuit Treaty Organizations in Canada under their land claim agreement;
- Must have a valid Canadian passport OR the ability to acquire a valid Canadian passport;
- Comfortable with frequent international travels, including navigating connections in airports and rail stations, by themselves;
- Able to cope with periods of intensified timelines and short-notice deadlines;
- Must be willing to work evenings and weekends when required for events and travel.

ICC is committed to providing an inclusive learning and work environment. If there is anything we can do to ensure your full participation during the application process, please contact HR at jdurocher@inuitcircumpolar.com directly and we will work with you to make appropriate arrangements.

About ICC Canada:

Inuit Circumpolar Council Canada (ICC Canada) is a non-profit organization dedicated to representing the interests of Inuit in Canada on matters of international importance. We bring local and regional concerns on transnational subjects to international forums where high-level decisions are made on issues that impact our Inuit homeland. We promote, advocate, and celebrate the totality of our Inuit culture: our knowledge, our language, our art, our beliefs, and our stories.

ICC Canada is led by a board of directors comprising the elected leaders of the four Inuit Treaty Organizations. The organization is managed by an all-Inuit elected executive, consisting of a president, a vice-president international, a vice-president national, and a secretary-treasurer. Staff members are responsible for day-to-day operations under the direction of the executive director.

ICC Canada is one of four regional offices of the international Inuit Circumpolar Council, which preserves and promotes the unity of Inuit as a single people within the circumpolar Arctic and advocates on behalf of all Inuit. ICC was founded in 1977, when Inupiaq Eben Hopson Sr. invited

Inuit leaders from Alaska, Canada, and Kalaallit Nunaat to discuss how to provide united, consistent responses to address increasing challenges to the Inuit way of life. ICC is now a major international Indigenous Peoples organization. It is a Permanent Participant on the Arctic Council and holds Consultative Status at the United Nations Economic and Social Council, to name just two of its high-level undertakings. ICC holds a General Assembly every four years at which delegates from across the circumpolar region elect a new Chair and Executive Council members, celebrate Inuit culture, develop policies, and adopt resolutions that will guide the activities of the organization for the coming term. A General Assembly is also celebration of Inuit culture – dance, music, art, traditional tattooing, storytelling. Every 4 years, coinciding with the General Assembly, the position of Chair – the international leader – rotates from one region to the next.