



## INUIT CIRCUMPOLAR COUNCIL (CANADA)

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<b>Position:</b>	Office & Project Coordinator – Ottawa, ON
<b>Classification:</b>	Full-time, permanent position
<b>Reporting to:</b>	Reporting to the Executive Assistant for administrative duties 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
- 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
- Fluency in English and Inuktitut would be an asset
- Knowledge of Inuit history and political structure

### **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 **January 20, 2020**, however we will continue to accept resumes after this date until the position is filled.

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.