



Arctic Inspiration Prize Coordinator

Full Time (Term) - Maternity Leave Position

Candidate must successfully pass all required security clearances.

The Arctic Inspiration Prize recognizes and promotes the extraordinary contribution made by teams in the gathering of Arctic knowledge and their plans to implement this knowledge to real world applications for the benefit of the Canadian Arctic, its Peoples and Canada as a whole.

Under the general direction of the Executive Director, Arctic Inspiration Prize (AIP), the incumbent will provide administration support for all day-to-day operations ensuring accountability, smooth scheduling, and a high standard of service. The AIP Coordinator acts as the central liaison to all parties supporting the Executive Director and the AIP partners of the Rideau Hall Foundation (Managing Partner of the AIP), and third party stakeholders.

Select Key Responsibilities

- Responsible for the organization and smooth running of the Prize nomination and selection process.
- Responsible for work planning and implementation, communications and network management.
- Responsible for award ceremony event coordination – including but not limited to, event details focusing on procurement, logistics, communications and post-event follow-up.
- Responsible for ongoing support to the AIP Board of Trustees.
- Ongoing tracking and management of the AIP budget.
- Daily administrative oversight and maintenance of AIP office efficiency.
- Manage relationships with external specialists and/ or vendors as required.
- Plan and implement office systems and procedures.
- Provide support to the Executive Director with scheduling, logistics and administrative aspects to advance the promotion of AIP.
- Carry out other duties as appropriate and as assigned by the Executive Director.

ABILITIES/SKILLS

- Excellent office administration, project management, event management and organization skills.
- Excellent business process, planning and implementation skills.
- Knowledge of the Canadian Arctic, its' structures, organizations and cultures.
- Ability to operate and thrive in a collaborative environment as well as to work independently with demonstrated flexibility and initiative.
- Strong written and verbal communication proficiencies.
- Flexibility in learning new skills and adapting to change.
- Excellent interpersonal skills.

- Excellent verbal and written communication skills in English.
- Bilingualism in Inuktitut, another northern Indigenous language and/or French is an asset.

QUALIFICATIONS & EXPERIENCE

- A post-secondary degree or a combination of relevant training, education and experience.
- Related work experience in the private, non-profit or charitable sector.
- 5-7 years of relevant work experience.
- Experience with small or start-up organizations or initiatives.
- Proven skills in interpersonal communications, teamwork and problem-solving.

Please submit your resume and covering letter to the following address by April 20th, 2017:
Patrick.McDermott@mconnellhrc.com

We thank all candidates for their interest; however only those selected for an interview will be contacted.