



WE'RE HIRING!

We're looking for a Program & Administrative Assistant

with strong organizational and problem-solving skills who is creative, self-motivated, and eager to learn about all aspects of the Foundation!

Please send your cover letter and resume to hr@arcticrose.org

Deadline to Apply: Position open until filled.

Job Position: Program & Administrative Assistant

Compensation Range: \$20 - \$25 hourly + 4% vacation pay, maximum 30 hrs per week.

Location: Ottawa

Overview

The Arctic Rose Foundation (ARF) is a registered Canadian charity that provides Inuit and Indigenous youth living in Northern communities, a safe space to participate and grow through Indigenous-led, arts-based and culturally grounded afterschool programs. Our programs utilize expressive arts, facilitated by local high school youth and young adults who are trained and employed by the ARF. For more information about ARF, please visit www.arcticrose.org

Under the oversight of the Executive Director, and direct supervision of the Program Manager, the Program & Administrative Assistant provides program support and assists with coordination and administration and maintenance of ARF programs. This includes scheduling meetings, coordinating travel, training, and events, assisting with supply & inventory control, and internal/external communications. This position is ideal for a self-starter, someone with initiative and problem-solving skills, who is interested in learning about all aspects of the Foundation.

Core Responsibilities

- Travel arrangements and booking of facilities and spaces
- Scheduling and hosting virtual and in-person Guest Artist sessions, meetings, and youth mentoring sessions
- Filing and maintaining paper and virtual program records in an orderly and confidential manner
- Ordering of office and program supplies and inventory maintenance
- Preparation and shipment of supplies to ARF program sites
- Gathering of employee onboarding documents
- Timesheet support for the ARF youth team
- Coding invoices and receipts and obtaining approvals for processing payments.

- Any other tasks assigned by the Executive Director or their designate.

Desirable Qualifications, Experience and Skills

- High school diploma or post-secondary certification
- Minimum one year of program or administrative experience
- Previous experience working with Inuit or Indigenous communities is an asset
- Proficiency in Microsoft office and virtual meeting software (Zoom, MS Teams)
- Self-motivated and results-oriented, willing to take initiative with the ability to work independently
- Ability to meet deadlines with an attention to detail
- Understanding of the history, inequities and barriers, and socio-economic determinants of health in Inuit and Indigenous communities.
- Effective communication skills, both oral and written English
- Knowledge of Inuktitut or another Indigenous language an asset

Mandatory Work Requirements

- Occasional evening and weekend work is required
- Position is based in Ottawa, working from home and from designated locations in Ottawa
- Access to stable internet from home is required.
- Occasional travel required to remote northern communities.
- Successful completion of a vulnerable sector check
- Proof of valid COVID 19 vaccinations and compliance with related regulations
- Valid driver's license and access to a car is an asset.

NOTE: If two or more equally qualified candidates are considered for this position, preference will be given to the candidate of Inuit or Indigenous descent.

If you are interested in this opportunity, please send a cover letter, and resume to hr@arcticrose.org
Position remains open until filled.