WE'RE HIRING!

We are looking for a **Project Manager**

The ideal candidate is an experienced manager with a passion for nonprofit work serving Inuit youth and young adults in remote, fly in communities. The candidate has the ability to multitask and build strong reciprocal relationships, excellent proposal and grant writing skills.

Contract: Full-time contract to March 31, 2027, with potential for renewal.
Compensation Range: $60,000 to $72,000 per annum (37.5hrs per week), plus 4% vacation pay.
Location: hybrid, work from home and designated locations in Ottawa, with frequent travel to remote northern communities.
Please send your cover letter and resume to: hr@arcticrose.org
Deadline to Apply: position open until filled.

Accepting candidate applications from the Ottawa Region, Rankin Inlet

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Job Description

PROJECT MANAGER

REPORTS TO: Executive Director

The **Project Manager** is responsible for the planning, coordination, and implementation of the Arctic Rose Foundation (ARF) 's Kamajiit Project, including information consolidation from two key ARF programs, new business development for select ARF programs, the provision of support for ARF's strategic planning and rollout, fundraising and other special initiatives. The ideal candidate is an experienced manager with a passion for nonprofit work serving Inuit youth and young adults in remote, fly in communities, has the ability to multitask and build strong reciprocal relationships, excellent proposal and grant writing skills, ability to solve problems collaboratively in a fast-paced environment. Consistent travel is required for this position.

Key Responsibilities

- Manage and coordinate ARFs Kamajiit project, leading with a cultural cognizant approach and in alignment with approved budgets and funder/partner agreements.
- Build and maintain partner and stakeholder relationships
- Maintain project statistics, monitoring and evaluation, and prepare funder reports on project outcomes.
- Coordinate travel, meetings for project team, program developer, mental health leads, guest artists
- Review and consolidate information from two key ARF Programs

- Youth and young adult engagement (transitional youth),
- participant recruitment for: the Kamajiit project, youth leadership development initiatives
- Integrate a cultural cognizant trauma informed approach to all projects.
- Foster a collaborative, respectful and culturally safe team environment.
- Work with partners to implement local and regional outreach strategies and project promotion
- Secure funding and resources for projects through grant, proposal writing, networking and collaboration
- Plan, coordinate, deliver events, campaigns and presentations
- Assist Executive Director with strategic planning and rollout.
- Work closely with the management team in the development/adaptation of workplans, budgets and timelines
- Organize project logistics, prepare and ship project supplies in advance of meetings.
- Integrate Inuit culture in services provided.
- Carry out all administration requirements integral to the successful coordination and delivery of assigned projects and initiatives.
- Develop and implement detailed project plans, including timelines, resources and budget
- Track project progress, observe and monitor, making necessary adjustments, ensuring adherence to deadlines
- Build relationships with local, community, regional partners
- Ensure compliance with regulations, policies and procedures and quality standards throughout the project life cycle.
- Any other tasks as assigned by the Executive Director.

SKILLS, KNOWLEDGE AND EDUCATION REQUIREMENTS

- Integrates Inuit and Indigenous culture into all aspects of project delivery and a cultural cognizant approach
- Post-secondary degree, diploma, certification and/or high school diploma with relevant work experience.
- Minimum of three (3) years project management experience with charitable nonprofit
- Minimum of three (3) years work experience with youth and young adults
- Lived experience, or direct experience or background working with Inuit youth and young adults, living in remote fly in communities
- Experience working with Inuit or Indigenous communities.
- Strong writing, communication and organizational skills in English; ability to communicate in Inuktitut is considered an asset.
- Ability to work remotely and independently while maintaining a collaborative approach.
- Ability to coordinate multiple projects independently and triage priorities
- Data analysis, excellent judgement and discretion in handling sensitive data and confidential information
- Proven experience in building reciprocal relationships with partners at all levels
- Experience in managing project budgets and performance metrics
- Event planning and coordination.
- Strong writing, communication and strategic thinking skills
- Ability to problem solve and take initiative
- Knowledge, understanding of the history, inequities, barriers, and socio-economic determinants of health that impact youth mental health and wellbeing in Inuit communities.

- Demonstrates ability to nurture trusting, open, kind-hearted relationships that encourage learning and participation.
- Northern experience in remote fly in communities considered an asset.
- Proficiency in Microsoft Office and virtual meeting software (e.g., Zoom, MS Teams), social media platforms
- Highly organized, ability to meet deadlines with attention to detail.
- Solid listening, observation and reflection skills

Conditions of Work

- hybrid position, work from home and designated locations in Ottawa
- successful completion of a vulnerable sector check (VSC)
- completion of a one-week training and orientation period
- access to stable and reliable internet from home
- occasional evening and weekend work is required,
- consistent travel to communities required.
- Valid drivers license, access to a car is an asset.

Note:
1. where two or more applicants demonstrate equal qualifications, preference will be given to candidates who are Inuit or Indigenous
2. relocation expenses are not covered for this position

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