

EVENT COORDINATION

- Work with the ArcticNet team to manage the organization of special activities, such as conferences and workshops, and most notably the Annual Scientific Meeting;
- Ensure the target audience is engaged and the message of the event is marketed properly;
- Engage with sponsors and seek new sponsorship opportunities;
- Perform miscellaneous job-related duties as assigned.

ESSENTIAL QUALIFICATIONS

- Excellent verbal and written English and French;
- Bachelor's degree with at least 5 years' experience directly related to the tasks, responsibilities and skills specified;
- Experience with media relations and/or government relations;
- Social media specialist;
- Knowledge of ArcticNet objectives, program and research projects;
- Mastery of the principles of communications, public relations, and knowledge mobilization.
- Strong competencies in coordination and organizational skills;
- Strong competencies in interpersonal and communication skills;
- Awareness of Northern environment and its inhabitants;
- Knowledge of science and the university research environment.

SKILLS

- Knowledge of the Networks of Centres of Excellence programs;
- Clear and dynamic writing and speaking style for drafting articles, news stories, briefings, and dealing with media and partners;
- Creative approach to problem solving;
- Evaluate and edit the content, structure and format of a wide range of written material;
- Work to tight deadlines often independently;
- Transform complex, technical information into engaging and understandable text;
- Establish and maintain excellent working relationships with the administrative teams, researchers, partner organizations and external consultants;
- Plan, develop, and coordinate multiple projects and events.

WORKPLACE

The ArcticNet has offices located at Université Laval, Québec City, Québec and at the University of Ottawa, Ottawa, Ontario. The selected candidate may choose her/his preferred location. The workplace is a bilingual environment requiring both English and French verbal and written communication skills, with excellent writing skills in English. ArcticNet is a national research initiative with end users focused in Northern Canada; communications must be of very high quality and appropriate for a primarily Anglophone audience. Managing translations into Inuktitut, First Nation and Métis languages is often necessary.

CONTRACT DETAILS AND WORKING CONDITIONS

Willingness to live and work in Quebec City or Ottawa

12-month contract renewable

Competitive salary

Position to be filled immediately



DEADLINE: January 11, 2021.

Address a cover letter and your CV in one single PDF file, including 3 references to:

Natalie Desmarais

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In accordance with stipulated requirements regarding immigration in Canada, priority will be given to Canadian citizens as well as permanent residents of Canada.