ArcticNet

ᐅᑭᐅᖅᑕᖅᑐᒥᒃ ᑐᑭᓯᓂᐊᖃᑎᒌᑦ

INUIT RESEARCH ADVISOR (IRA) COORDINATOR

ArcticNet Inc.
www.arcticnet.ulaval.ca

ArcticNet is a Network of Centres of Excellence of Canada that brings together scientists and managers in the natural, human health and social sciences with their partners in Inuit organizations, northern communities, government and industry to help Canadians face the impacts and opportunities of climate change and modernization in the Arctic. Over 175 ArcticNet researchers and 1000 graduate students, post-doctoral fellows, research associates and technicians from 34 Canadian universities and 20 federal and provincial agencies and departments collaborate on 41 research projects with more than 150 partner organizations from Canada, the USA, Japan, Denmark, Norway, Poland, the United Kingdom, Spain, Russia, Greenland and France.

WORK SUMMARY

ArcticNet is currently seeking an experienced and motivated **Inuit Research Advisor (IRA) Coordinator** to support our new Inuit Nunangat Research Program (INRP) in partnership with Inuit Tapiriit Kanatami (ITK) and the four Inuit Research Advisors (IRAs). This position will work closely with and be supervised by ArcticNet's North-by-North Research Manager.

This position will bring you into an enthusiastic team of northerners, professionals, students and researchers, all with a vested interest in the North. The IRA Coordinator will work with the North-by-North Research Manager and ITK to coordinate the INRP, with varying degrees of responsibility by:

- Coordinating and arranging monthly meetings for the Inuit Advisory Committee (IAC) and the Inuit Research Advisors (IRAs), teleconferences and other program-related events;
- Taking and preparing meeting minutes;
- Drafting and preparing correspondence;
- Acting as the main point of contact for the INRP, organizing and directing queries to the appropriate parties (IRAs, ITK, ICC, ArcticNet, uOttawa, Université Laval (ArcticNet's host institution);
- Preparing and/or assisting with the preparation, writing, translation of key documents including the updated IRA manual;
- Managing and responding to program-related email and program-related information requests;
- Assisting with website maintenance and other program communication vehicles (blogs, newsletters, etc.);
- Distributing program-related documents and information;
- Supporting annual Student Day activities with the ArcticNet Student Association (ASA) and the IRAs;

- Working with the rest of the ArcticNet Directors and Secretariat to provide logistical support to Annual Scientific Meetings (ASMs) and the international Arctic Change meetings; and
- Assisting with any other duties required by the program or the IRAs.

KNOWLEDGE, SKILLS, EDUCATION AND EXPERIENCE

- Excellent verbal and written English; comprehension of French an asset;
- Verbal and written Inuktitut would be considered an asset for this position;
- Bachelor's degree with at least 2 years' experience directly related to the tasks, responsibilities and skills specified;
- Experience working with Inuit communities and issues;
- Knowledge of the Northern environment and its inhabitants;
- Exceptionally skilled in interpersonal relations and communications;
- Strong organizational, problem solving, and time management skills;
- Superior accuracy and attention to detail; and
- Strong computer proficiency using MS Office applications.

WORKPLACE

ArcticNet has offices located at Université Laval, Québec City, Québec and at the University of Ottawa, Ottawa, Ontario. The selected candidate will work at the Ottawa office. The position will involve working from home during COVID-19 restrictions.

CONTRACT DETAILS AND WORKING CONDITIONS

Willingness to live and work in Ottawa
12-month contract renewable
Competitive salary
Position to be filled immediately

DEADLINE: January 15, 2021

Address a cover letter and your CV in one single PDF file, including 3 references to:
Alexa Reedman
Alexa.Reedman@uottawa.ca

uOttawa

In accordance with stipulated requirements regarding immigration in Canada, priority will be given to Canadian citizens as well as permanent residents of Canada. ArcticNet is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.