



Pauktuutit Inuit Women of Canada is accepting resumes from motivated and experienced individuals for the position of **Coordinator, Economic Development**. Pauktuutit Project Coordinators are generally responsible for the implementation of project activities and other responsibilities.

Position Description

Under the direction and supervision of the Manager, Special Projects, the Coordinator, Economic Development will work in close collaboration with colleagues in carrying out all initiatives. The Coordinator, Economic Development will maintain current knowledge of economic development issues and relevant government funding programs and other sources of financial support.

Primary Duties and Responsibilities

- Understand government policy matters on economic development for Inuit women;
- Maintain a current understanding of community, regional and national developments in economic development for Inuit;
- Identify areas where research into aspects of economic development might benefit Inuit women;
- Identify appropriate potential partners for economic development projects;
- Establish and maintain effective working relationships internally and externally with staff, management, volunteers, suppliers, sponsors, community partners and external stakeholders;
- Liaise and be a resource to Inuit women interested in self-employment;
- Liaise and be a resource to the Economic Development Officers in the Arctic in relation to national Inuit economic development initiatives;
- Receive, manage and respond to economic development related inquiries;
- Coordinate and implement all Pauktuutit's economic development program initiatives in accordance with contribution agreements;
- Draft all required project(s) reports and progress papers for funders;
- Assist with all aspects of project(s) monitoring and evaluation;
- Coordinate and maintain communication with project(s) advisory committee(s) and project(s) working group(s).
- Coordinate translation of project(s) materials;
- Coordinate dissemination of information – mail outs to communities as well as providing updated project(s) information to the program area website;
- Prepare and deliver presentations to appropriate audiences as may be required;
- Attend conferences, meetings and committees related to the project on behalf of Pauktuutit;

- Participate in training and learning initiatives that will contribute to project(s) development and implementation;
- Develop content and maintain project(s) portal/website;
- Develop content for economic development newsletters;
- Conduct research to support project(s) activities and deliverables.
- Implement specific project(s) activities, i.e. coordinate and facilitate workshops, coordinate production of publications and promotional material, etc.;
- Maintain project(s) files, budgets, and monitoring systems; and
- Ensure project(s) objectives, timelines and deliverables are met.

Communication/Writing

- Develop project and research proposals, correspondence and action plans;
- Prepare and deliver PowerPoint Presentations;
- Draft and have translated press releases, articles and other documents;
- Coordinate information with and for project working groups and advisory committee(s), governments and other stakeholders;
- Develop workshops and presentation materials;
- Edit/proofread all documents and communications; and
- Prepare correspondence, briefing notes, activity reports and other relevant documentation as required;

Consultation

- Consult with relevant stakeholders and key informants;
- Receive and respond to relevant inquiries; and
- Internal and external communication, i.e. Inuit and other organizations, as required.

Administration

- Liaise with relevant Pauktuutit staff as required;
- Liaise closely with Manager, Special Projects to develop budgets for all economic development proposals and projects;
- Attend and participate in staff and board meetings and other meetings as requested;
- Maintain project files including activity and financial reports;
- Prepare and maintain computer files; and
- Distribute materials as required.

Other Duties

- Assist when requested, and when at all possible, with editing/proofreading/reviewing of material for colleagues, brainstorming for project development and planning and assistance with reception, equipment maintenance, staff orientation;
- Participate in regular Pauktuutit staff meetings and other staff meetings as scheduled; and
- Perform other duties as directed by the Manager, Special Projects and the Executive Director.

Position Requirements

- Relevant post-secondary education, or an acceptable combination of education and experience;
- A minimum of two years' relevant work experience;
- In-depth knowledge and experience working with Inuit;
- Knowledge of the current political and social conditions of Inuit;
- Experience in the economic development and/or business fields;
- Excellent English communications skills, oral and written;
- Excellent research skills;
- Experience in project development, implementation, coordination and reporting;
- Excellent skills in project budget development;
- Experience working with steering committees and government officials;
- Willingness and ability to travel;
- Experience facilitating working groups;
- Possess broad computer skills; and
- Committed team player, self-motivated and able to work with minimal supervision.

***Fluency in oral and written Inuktitut is highly desirable.**