

Program Coordinator (4 positions)

Qaulirmat Youth Leadership Camp

Organization Description:

All Arctic is an Inuit-led non-profit organization dedicated to designing, fostering and delivering programs that advance a stronger, more sustainable future for Arctic communities. Through its work, All Arctic connects individuals to meaningful opportunities, strengthens social conditions, and empowers people with the guidance and tools needed to achieve their goals—whether in their personal lives, within their communities, or along their professional and academic paths.

All Arctic is searching for a Program Coordinator for one of our youth programs called Qaulirmat. We are committed to our employees and ensure a collaborative work environment.

Job Description:

We are seeking a highly organized and motivated individual to join our team as a Program Coordinator. This role plays a key function in supporting the planning, coordination, and day-to-day delivery of the Qaulirmat Youth Leadership Program. The Program Coordinator is responsible for developing program materials and communications, maintaining digital platforms, and ensuring the smooth execution of all program activities. The position requires strong organizational skills, adaptability, and the ability to work closely with youth, staff, and community partners.

The Program Coordinator is responsible for:

- Planning and coordinating all program activities, including youth events, gatherings, and workshops
- Organizing and coordinating daily staff meetings (in-person) and weekly regional meetings (virtual)
- Managing logistics, including transportation, accommodation, meals, and materials
- Developing and implementing outreach strategies with Nunavik community partners to support participant recruitment (Kativik Ilisarniliriniq, NV, Landholding, etc)
- Maintaining consistent communication and follow-up with the Program Director, Community Development Officer, and Program Advisor
- Monitoring and maintaining daily program schedules to ensure alignment with planned activities
- Managing team leader timesheets and administrative tracking
- Identifying and resolving day-to-day operational challenges in coordination with the Regional Manager
- Maintaining and updating program resources, including shared drives and website-related materials
- Promoting the use of tools such as surveys, questionnaires, and feedback mechanisms to support group activities and evaluation
- Conducting regular check-ins with Team Leaders, and youth participants and providing ongoing support
- Supervising and supporting participants during in-person activities and events
- Supporting youth in navigating their educational pathways, including school application processes
- Creating and maintaining a safe, inclusive, and supportive environment for all participants
- Compiling, organizing, and sharing program data and insights with the Program Director to support reporting and decision-making

The selected candidate must possess the following:

- Demonstrated ability to work efficiently under pressure and meet demanding deadlines

- Strong adaptability and capacity to navigate dynamic and evolving environments
- Proficiency in verbal and written communication in at least two of the following languages: English, French, or Inuktitut
- Proven cultural awareness and sensitivity, with a solid understanding of Inuit communities and societal contexts
- Highly developed organizational skills with keen attention to detail
- Ability to build strong community relationships and collaborate effectively within team settings
- Excellent interpersonal skills, with the ability to engage diverse groups
- Capacity to implement, uphold, and adjust practices in response to group dynamics

Education and experience requirements

- Experience working with youth and recreational activities
- Secondary 5 is mandatory, college education is considered a plus
- Any forms of volunteering will be considered a plus
- Hiring priority to beneficiaries of the JBNQA, Inuvialuit Final Agreement, or Labrador Inuit Land Claims Agreement

Employer requirement for candidacy

- Perform a complete background check and criminal record check

Equity and Inclusion Statement

All Arctic is committed to fostering an inclusive and respectful workplace. We encourage applications from individuals with lived experience in Northern and Indigenous communities, as well as those who bring diverse perspectives and experiences relevant to this role.

Disclaimer

This job description is intended to describe the general nature and level of work performed. Duties and responsibilities may be amended as required to meet organizational and program needs.

Place of work: Nunavik (Puvirnituq, Quaqtaq, Kangiqsujuaq or Salluit)

Duration of contract: 18 weeks

Salary: \$41.05 per hour

Other benefits: Nunavik Cost-of-Living Allowance, Housing (if not in home community)

Schedule: 35 hours per week.

Please apply on www.gaulirmat.ca or in writing by sending your CV/resume and/or letter of intent to this email before June 20th, 2026: admin@gaulirmat.ca

All Arctic

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