

Regional Manager (2 positions)

Qaulirnat 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 Regional Manager for one of our youth programs called Qaulirnat. We are committed to our employees and ensure a collaborative work environment.

Job Description:

We are seeking a highly capable and organized professional to join our team as a Regional Manager. In this role, you will lead and support a team of summer camp counsellors in delivering a dynamic and immersive five-week summer camp for Inuit youth—an experience designed to foster connection, inspire ambition, and strengthen ties to community, culture, and the land. The position operates primarily at an administrative and oversight level, ensuring that program operations run smoothly and efficiently. However, the Regional Manager must be prepared to step into front-line delivery when needed, adapting priorities to support staff and maintain program continuity.

The Regional Manager is responsible for:

- Oversee the planning, coordination, and delivery of all scheduled program activities, ensuring alignment with program objectives and timelines
- Supervise and support program staff, fostering a professional, collaborative, and positive team environment
- Ensure the safety, well-being, and active engagement of all participants and staff at all times
- Manage operational logistics, including expenses, receipts, schedules, supplies, and coordination with Program Coordinators and Team Leaders
- Foster a culturally safe and respectful environment that prioritizes Inuit knowledge, leadership, and ways of being
- Collaborate with local leaders, Elders, NVs, and community stakeholders to support program delivery and events
- Monitor and administer program budgets, ensuring responsible and efficient use of resources
- Collect, review, compile, and report weekly staff timesheets to the Program Director
- Conduct regular check-ins with Program Coordinators to monitor progress, address challenges, and provide support
- Ensure timely and effective communication with suppliers, guest speakers, and external contributors
- Schedule, organize, and document weekly team meetings, including agenda setting and follow-ups
- Collect and organize weekly visual documentation (photos/videos) capturing program activities and youth engagement
- Maintain accurate financial records by collecting, reviewing, and properly filing receipts and expense documentation
- Track and document program activities, participation levels, and key outcomes on an ongoing basis

- Compile and submit regular operational and financial updates to the Program Director
- Monitor budget performance and provide variance reports as required
- Consolidate weekly summaries of program delivery, challenges, and key achievements
- Support data collection through surveys, feedback forms, and evaluation tools
- Prepare comprehensive end-of-program reports, including evaluations, impact summaries, and recommendations for future programming
- Ensure all reporting is completed accurately, on time, and in alignment with organizational and funder requirements

The selected candidate must possess the following:

- Advanced operational leadership under pressure, with a proven ability to manage high-intensity program environments, meet non-negotiable deadlines, and ensure continuity of operations
- Decisive and adaptive management, including the ability to assess evolving situations, reprioritize resources, and implement timely, informed decisions
- Demonstrated cultural competency in Inuit contexts, with the ability to embed cultural awareness, respect, and community-informed practices into team leadership and program execution
- Strong organizational and systems management capacity, including oversight of logistics, staffing, schedules, and multi-layered program operations, with rigorous attention to detail
- Proven team leadership and supervision experience, including staff oversight, performance management, conflict resolution, and the ability to hold team members accountable to standards and expectations
- High-level communication and stakeholder management skills, with the ability to engage staff, community members, partners, and external stakeholders in a clear, professional, and culturally appropriate manner
- Ability to establish, enforce, and continuously improve operational protocols, ensuring consistency, compliance, and responsiveness to on-the-ground realities
- Demonstrated experience managing youth and/or recreational programs at a supervisory or managerial level, including responsibility for program delivery, staff coordination, and participant safety
- Strong analytical and problem-solving skills, with the ability to anticipate risks, troubleshoot operational challenges, and implement effective solutions in real time
- Experience leading diverse teams in remote or community-based settings, with an emphasis on inclusion, cohesion, and performance
- Valid First Aid/CPR certification, or willingness to obtain prior to program commencement
- Fluency in English is required; proficiency in Inuktitut and/or French is strongly preferred and considered a significant asset

Education and experience requirements

- Experience working with youth in recreational, educational, or community-based programming
- Completion of Secondary 5 (high school diploma) is required; completion of a DEC (college diploma) is required; university-level education is considered an asset
- Relevant volunteer experience will be considered a strong asset

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.

It is All Arctic's mandate to promote employment of beneficiaries of the JBNQA, Inuvialuit Final Agreement, Nunavut Lands Claims Agreement or Labrador Inuit Land Claims Agreement, though non-beneficiaries are also invited to apply.

Place of work: Nunavik (Puvirnituk, Quaqtaq, Kanqisujuaq or Salluit)

Duration of contract: 18 weeks

Salary: \$48.50 per hour

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

Schedule: 35 hours per week.

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

All Arctic

www.allarctic.org

3455 rue Stanley, 4th Floor, Suite 402

Montreal, Qc, H3A 1S3, Canada

All Arctic, an Inuit not-for-profit organization, is on a mission to develop and implement programs for the betterment of all people of the Arctic