

Administrative Assistant (1 position)

Qualirmat 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 Facilitator and Program Assistant for one of our youth programs called Qualirmat. We are committed to our employees and ensure a collaborative work environment.

Job Description:

We are seeking a highly organized and detail-oriented individual to join our team as an **Administrative Assistant**, reporting directly to the Program Director. This role is central to the effective coordination and administration of the program, ensuring that operations run smoothly behind the scenes. The Administrative Assistant supports program staff by managing logistics, documentation, communications, and day-to-day administrative functions.

The Administrative Assistant is responsible for:

- Provide direct administrative support to the Program Director, including scheduling, coordination, and follow-ups
- Maintain ongoing communication with Program Coordinators and staff to ensure alignment on program activities
- Liaise with external partners (e.g., Kativik Ilisarniliriniq, Air Inuit, suppliers, venues) to confirm bookings and arrangements
- Support procurement processes, including purchasing supplies and tracking inventory
- Collect, verify, and file receipts in appropriate digital systems
- Support payroll preparation by compiling staff timesheets and submitting them for processing
- Assist in budget tracking and expense reconciliation
- Draft and manage internal and external communications, including emails and announcements
- Support coordination with guest speakers, partners, and service providers
- Assist with translation coordination or light translation support, where applicable
- Maintain organized filing systems (digital and/or physical) for program documents
- Support the collection, organization, and storage of program data, reports, and materials
- Ensure all records are up to date, accurate, and easily accessible
- Assist Program Coordinators in preparing materials and logistics for activities and events
- Support the smooth execution of program activities by ensuring all administrative elements are in place
- Ensure administrative processes align with organizational policies and procedures
- Maintain confidentiality of sensitive information and documentation
- Support health, safety, and operational compliance requirements

The selected candidate must possess the following:



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- High attention to detail and accuracy
- Ability to manage multiple priorities and deadlines
- Strong communication and coordination skills
- Reliability, discretion, and professionalism
- Spoken fluency in English and Inuktitut, French is considered an asset
- Experience in working with community-led initiatives
- Demonstrated ability to collaborate and work in a diverse team
- Strong sense of responsibility and accountability

Education and experience requirements:

- Secondary 5 and diploma of high school completion, CEGEP or college Diploma
- 1-2 year of experience working in an administrative office
- 3-5 years of experience in working with youth

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: Remote & Nunavik (Puvirnituk, Quaqtaq, Kangiqsujuaq or Salluit)

Duration of contract: 30 weeks

Salary: \$59.64 per hour

Other benefits: Nunavik Cost-of-Living Allowance.

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

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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