



ARCTIC  
INSPIRATION PRIZE



PRIX INSPIRATION  
ARCTIQUE

## COORDINATOR, Arctic Inspiration Prize

The Rideau Hall Foundation (RHF) emerged from the Governor General's vision of helping individuals and organizations achieve their aspirations for Canada as well as from the Governor General's goal of connecting, honouring and inspiring Canadians. Since its establishment in 2012, the RHF has served as a catalyst; linking ideas, partners and resources to cultivate initiatives that move the Canadian spirit forward and make for a better country.

As an independent, non-political charity, the RHF is excited to partner and support the Arctic Inspiration Prize (AIP). The AIP recognizes and promotes the extraordinary contribution made by teams in the gathering of Arctic knowledge and their plans to implement this knowledge to real world applications for the benefit of the Canadian Arctic, Arctic Peoples and therefore Canada as a whole. The \$1 million prize is awarded annually to teams that focus on causes rather than symptoms and prioritize education, human health, socio-cultural issues, environment and economy.

As the new Coordinator, you will provide the administration for all day-to-day operations ensuring accountability, smooth scheduling, and a high standard of service. You will act as the central liaison to all parties supporting the Director and the AIP partners of the Rideau Hall Foundation, and third party stakeholders.

In this exciting and unique role, you will be responsible for the organization of the nomination and selection process as well as the Award Ceremony event coordination. You will operate the budget, provide daily administrative oversight, and manage all of the event's details focusing on procurement, logistics, communications, etc.

The Coordinator will maintain office efficiency by planning and implementing office systems and procedures specifically focusing on controlling correspondence and monitoring clerical functions.

With excellent office administration and organization skills complemented by relevant training, education, intimate knowledge of the Canadian Arctic, its structures and organizations and experience in administration, project or event management, you will provide support to the Director with scheduling, logistics and all administrative aspects to advance the promotion of AIP. You are a dynamic and engaging professional and an exemplary communicator. Bilingualism in Inuktitut, another northern Aboriginal language and/or French is an asset.

*Located in Ottawa, Ontario, this unique position offers an opportunity to make an important impact on the future of the Canadian North. Preference will be given to Indigenous candidates from the Canadian Arctic and those with experience in the North. If you are interested in this exciting opportunity, please contact Mike Eagar, Associate at (613) 788-8254 ext. 102 or send a cover letter and resume in confidence, to [mike@higginsinc.com](mailto:mike@higginsinc.com). Additional information can be found at <http://www.arcticinspirationprize.ca/>*

