

Employment Opportunity: Project Coordinator

For over 30 years, PGF Consultants has been supporting organizations nationally and internationally in establishing their organizational strategies, developing their leadership team, enhancing capacity, and managing projects. In recent years, this work has led us north to Canada's Arctic region – specifically Inuit Nunangat. As such, we are looking for someone with knowledge and/or experience in this region to join our team in support of our current and growing projects.

PGF Consultants is committed to upholding and promoting Inuit values in all its projects in Inuit Nunangat. We are currently collaborating with other partners in the delivery of leadership and policy development training programs in the region, with a special focus on Inuit employment.

This could be an opportunity for someone looking to gain experience and knowledge about the consulting world and the private sector. PGF is committed to supporting and mentoring the selected candidate in their professional journey.

JOB DESCRIPTION

Project Planning and Coordination

- Work in a collaborative team on Inuit Nunangat related projects.
- Liaise with clients on project planning, coordination, problem-solving, administration and evaluating results.
- Provide core administrative support for all projects and ensure timely and accurate reporting.
- Identify knowledge keepers and Elders in Inuit Nunangat that can support projects.
- Undertake research on project issues.
- Represent PGF in client meetings.

Business Development and Research

- Contribute to the proposal writing process.
- Help identify business opportunities that align with PGF services (networking, research, partnerships).
- Contribute to the business development strategies in Inuit Nunangat
- Represent PGF at forums that profile PGF's services and projects in Inuit Nunangat.

Core Skills and Experience

- Good understanding of Inuit values and culture.
- Interest in maintaining a current knowledge of Inuit Nunangat issues.
- Experience and proven ability to work collaboratively.
- Post-secondary education or equivalent working experience.
- Project coordination or project management experience.
- Committed to quality in service delivery and client relations.
- Good knowledge of Microsoft 365 products, including Word, Excel and PowerPoint.
- Good understanding of communities, governments, and land claims organizations, as well as the broad social and economic issues in Inuit Nunangat.
- Bilingual (oral and written proficiency in Inuktitut and English/French).

Please send your letter of interest and CV to Geneviève Toupin via email to: gtoupin@pgf.ca by September 15th, 2021

The selected candidate will have the opportunity to work from PGF's corporate offices in Ottawa or from their current location if they are willing to occasionally travel to Ottawa to meet with the team and clients.

To learn more about us, please visit our website at www.pgf.ca