



Institute for Circumpolar  
Health Research

**Position Title:** Project Coordinator, Northwest Territories Network Environment for Indigenous Health Research (NT NEIHR)

**Reports to:** NT NEIHR Director

**Location:** Yellowknife, Northwest Territories

**Employment Type:** Full-time (37.5 hours per week) position for a one-year contract, with the possibility of extension. Part-time hours may be considered for a strong candidate.

**Salary:** \$40 to \$45 per hour

**Start Date:** September 2, 2025 (or earlier, depending on candidate availability)

**How to apply:** Please send a cover letter and resume to [admin@icmr.ca](mailto:admin@icmr.ca) with the subject line "Application – NT NEIHR Project Coordinator."

**Application Closing Date:** July 25, 2025 or until filled

*We thank all applicants for their interest. Only applicants considered for an interview will be notified.*

### About NT NEIHR:

The NT NEIHR is one of the nine NEIHR networks funded by the Canadian Institutes of Health Research. It has been developed to address community needs in capacity development, research and knowledge translation. In the NT, the NEIHR network is currently based at the Institute for Circumpolar Health Research (ICHR), an independent, non-profit organization leading research in the North for the North.

### Objectives of NT NEIHR:

The NT NEIHR aims to build on the strengths of the partnerships between northern Indigenous governments, organizations, and communities to enhance community-based research, curriculum development, and mentorship for Indigenous health research in the NT. The NT NEIHR has four priority areas:

- To build capacity by supporting northern youth and undergraduates in understanding health research-related careers.



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- To conduct community-based participatory research through the support of Indigenous communities and organizations to further the development of research that demonstrates their priorities and values.
- To uphold and implement co-learning strategies through developing curriculum and training materials that support co-learning and creating orientation programs for non-Indigenous researchers and students who are new to the community and who are engaging in NT NEIHR projects.
- Knowledge translation through bridging partnerships with NEIHRs and Indigenous communities in northern regions, as well as increasing awareness among decision-makers regarding the importance of Indigenous knowledge in the generation of evidence in health research.

### Position Overview:

Reporting to the NT NEIHR Director at the Institute for Circumpolar Health Research (ICHR), the Project Coordinator plays a critical role in coordinating activities within the Northwest Territories Network Environment for Indigenous Health Research (NT NEIHR) such as community based research training development, grant program management and outreach, assisting with community-based research planning, and providing administrative and research support for staff and Elders.

### Core Responsibilities:

#### Development and Delivery of the NT NEIHR Program

- Work strategically and collaboratively with the team to assist with the design and delivery of activities within the NT NEIHR program, ensuring alignment with NEIHR objectives and organizational policies
- Coordination of NT NEIHR projects, including but not limited to partnership development, project planning and implementation, monitoring and evaluation as well as knowledge synthesis, translation, dissemination and mobilization.
- Logistical planning and facilitation of meetings and workshops, as needed
- Actively develop and maintain positive relationships with elders, researchers, participants, community organizations, schools, staff, funders, and other key stakeholders
- Develop strategies for increasing awareness of NEIHR, including informing community contacts about NEIHR projects and funding programs

#### Community and Network Engagement

- Manage the Community Project portfolio and support researchers to complete their Community Projects through telephone and email



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- Develop, manage and monitor the sub-grant agreements and/or memorandum of understandings (MOUs) with the NT NEIHR
- Connect community with resources at the community, territorial, and national level, assist with systems navigation, and advocate for community
- Manage and develop research supports for Indigenous graduate students and the annual scholarship program

### Administration

- Assist in logistical planning for Governing Council meetings and coordinate communication among members
- Support in the development of policies and protocols as needed and directed by the Governing Council
- Manage NEIHR social media content across platforms (Website, Newsletter, Facebook)
- Support with the writing of grant proposal, internal and external reports
- Planning and facilitation of meetings
- Coordinate travel arrangements for programming and staff training (e.g. booking flights, vehicle rentals, accommodation) that are cost-effective while also meeting the needs of the team and the organization
- Participate in NEIHR national meetings, planning committees and conferences, as needed

### Qualifications and Experience:

- Passionate about northern health research development and enthusiastic about the mission, core values, and goals of NT NEIHR and ICHR.
- Knowledge of Northern social and cultural contexts and experience working with Northern communities.
- Successful completion of master's degree in a related field (e.g., health promotion, public health, social work, education, etc.) is an asset but relevant combinations of experience and education will also be considered.
- Experience building partnerships with community partners is an asset.
- Experience in project management, preferably in a research environment.
- Experience in research grant administration.
- Organized and detail-oriented, with strong time management and prioritization skills.
- Excellent oral and written communication skills.
- Ability to work both independently and as a member of a team in a fast-paced setting.
- Self-starter who takes initiative and can work with minimal supervision.
- Willingness to learn and ability to follow direction and structure.
- Proficiency and experience working in a computerized environment (e.g. Microsoft Word, Excel, PowerPoint, email, and Internet applications).



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We understand that not all candidates may meet every qualification listed. For those who demonstrate potential, passion and a willingness to grow, mentorship from the ICHR leadership team and professional development opportunities will be available to support your success in this role.

#### **Work Environment and Conditions:**

- ⦿ Northern residency required.
- ⦿ Remuneration is negotiable based on background and experience.
- ⦿ A cell phone stipend of \$50/month will be provided.
- ⦿ This position is based out of the Yellowknife office, with hybrid work options considered.
- ⦿ Travel as needed to communities.
- ⦿ Represent ICHR and NT NEIHR at conferences.
- ⦿ The anticipated start date for this role is September 2, 2025 or earlier, depending on the candidate's availability, and the opportunity will remain open until filled.

**To Apply:** Please email your resume and cover letter detailing your relevant experience and qualifications to [admin@ichr.ca](mailto:admin@ichr.ca), with 'Application - NT NEIHR Project Coordinator' as the subject line. Applicants are encouraged to self-identify with their land claim group or First Nations government and beneficiary number in the cover letter.