



Institute for Circumpolar  
Health Research

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

**Reports to:** NT NEIHR Nominated Principal Investigator (NPI)

**Location:** Yellowknife, NT (in-person)

**Hours:** Full-time (37.5 hours per week), with part-time arrangements considered.

**Salary:** \$35 to \$45 per hour

**Start Date:** October 19, 2026 (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 Program Coordinator."

**Application Closing Date:** October 2, 2026, 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 ten NEIHR networks funded by the Canadian Institutes of Health Research. It has been developed by Elders to address community needs in capacity development, research and knowledge translation. In the NT, the NEIHR network has an Elders Governing Council leading the strategic direction. The NT NEIHR is based at the Institute for Circumpolar Health Research (ICHR), an independent, non-profit organization leading research in Yellowknife, NT.

### 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 NPI at ICHR, the Program Coordinator will support the delivery of NT NEIHR core activities, with a focus on network coordination, communications, and planning for key events.

This is a full-time position (negotiable) that works across multiple initiatives and supports the day-to-day program flow. The role will work closely with staff, Elders, students, and partners in a relational and collaborative manner.

There will be opportunities to engage in other projects at ICHR subject to availability and funding.

### Core Responsibilities:

Upon the direction of the NT NEIHR NPI, the Program Coordinator may focus on a variety of responsibilities and work in collaboration with other team members, including:

#### Coordination 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



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### **Community and Network Engagement**

- Connect community with resources at the community, territorial, and national level, assist with systems navigation, and advocate for community
- Network with prospective and current Indigenous graduate students from the Northwest Territories
- Support the Indigenous graduate students' annual scholarship program with promotion
- Develop and coordinate research supports for Indigenous undergraduate students interested in graduate studies
- Maintain a mechanism for ongoing engagement and communication with the NT NEIHR network, including students, researchers and community partners

### **Communications**

- Coordinate NT NEIHR communications and knowledge-sharing activities, including newsletters, website content, social media and other communications with the network
- Develop strategies for increasing awareness of NT NEIHR and its current programming, including informing community contacts about NEIHR projects and funding programs and communication to the broader community in the NT, students, and researchers
- Support the development of reports, presentations and other materials communicating NT NEIHR activities and outcomes.

### **Administration**

- Coordinate Governing Council meetings and support effective communication among members
- Support the writing of grant proposals, internal and external reports  
Coordinate or oversee logistical arrangements required for NEIHR activities, including meetings, events and travel
- Participate in NEIHR meetings, planning committees and conferences, as needed
- Support the NPI in monitoring program budgets, expenditures and resource requirements and ensuring activities are delivered within approved budgets.
- Maintain awareness of NT NEIHR funding commitments, milestones and reporting requirements and support timely completion of program deliverables.

### **Qualifications and Experience:**

- Relevant combinations of professional or community-based experience and education will be considered, an undergraduate degree in a related field (e.g., health promotion, public health, social work, education, etc.) is an asset
- 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.



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- Experience building partnerships with community partners
- Demonstrated experience coordinating or managing programs and/or projects, including planning, implementation, monitoring and reporting; experience in a research, community-based or non-profit environment is an asset.
- Experience with research grants, funding agreements, proposal development and/or funder reporting is an asset.
- Experience supervising, mentoring or providing direction to staff, students and/or project teams is an asset.
- 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.
- Proficiency with common workplace and collaboration technologies, including Google Workspace and Zoom. Experience with project management, communications or other digital tools is an asset.

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 preferred.
- ⦿ Remuneration is negotiable based on background and experience.
- ⦿ This position is in-person, with work arrangements negotiable with the supervisor.
- ⦿ A driver's license is an asset.
- ⦿ Travel as needed to communities.
- ⦿ The anticipated start date for this role is October 19, 2026, depending on the candidate's availability, and the opportunity will remain open until filled.
- ⦿ If any candidate has questions or requires support to participate in the application process, please contact ICHR Senior Researcher, Laurie-Ann Lines, at [laurieann@ichr.ca](mailto:laurieann@ichr.ca).

**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 Program 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.