

Position: Director
Organization: Arctic Youth Network
www.taiga.net/ayn

Compensation: \$15.00 - \$20.00/hour commensurate with experience

Education Level: Post-secondary education (flexible for the right candidate)

Position Type: Full time

Position Duration: based on funding

Apply By: August 22, 2006

Start date: September 18, 2006 (negotiable)

Location: Circumpolar North

The Arctic Youth Network is a non-profit, youth led, youth run organization working to educate and empower youth of the Circumpolar North. We strive to integrate, celebrate, and respect youth involvement at the research and public decision making level of the Arctic Council.

The Director oversees all projects and programs, administers the network, facilitates communication with the steering committee, with youth in the North, and with organizational partners.

Responsibilities:

- Funding proposals, financial reporting, coordination of project reporting
- Coordination of projects, programs, volunteers, and employees.
- Daily administration (managing inquiries, files, email, finances, website updates) and expansion of the Network
- Communication with the steering committee, with the network, with funders, partners, governments of the 8 countries and indigenous organizations
- Formal representation of the Arctic Youth Network

Qualifications:

- Excellent leadership skills: the ideal candidate will direct operations by empowering others.
- Knowledgeable and/or passionate about the Circumpolar North: you will have good working knowledge of the work of the Arctic Council and basic knowledge of the particular social geography of any of the six international indigenous groups belonging to the Arctic Council.

- Languages: the ideal candidate will have basic knowledge of more than one of the official or smaller languages of the Circumpolar North.
- Experienced in volunteer management. You will be comfortable recruiting, training and managing remote Volunteers.
- Personable. You are friendly and conscious of your key role within the organization as the face of AYN. You are approachable, knowledgeable, and passionate about the North, youth capacity building, and social responsibility.
- Flexible: the ideal candidate will be able and willing to travel on short notice to any given location in the Circumpolar North.
- Driven and responsible: this is a position that can be held from anywhere in the Circumpolar North. The chosen candidate will be responsible to find office space or work from home.
- The ideal candidate will be between the ages of 19 and 28
- Experience living, working, or studying in more than one of the eight Circumpolar Northern countries is an asset.

Please submit a cover letter and resume as a single Word document and as an e-mail attachment only to arcticyouth@gmail.com with Director Application in the subject line of the e-mail. Please include a phone number as interviews will be held via telephone

Candidates selected for an interview will be asked to provide a criminal record check.