



Project Coordinator
1-3 Year Term (with possibility of extension based on funding)
Part Time: 22.5 hours a week

Position Overview

The Aggvaq Collective is a project on MakeWay's Shared Platform. The Aggvaq Collective is dedicated to revitalizing and strengthening Inuit sewing knowledge through collaborative research, education, and creation. The organization fosters intergenerational learning, supports Inuit artists in developing traditional and contemporary skills, and builds connections among communities, cultural institutions, and Inuit knowledge holders.

Location: Inuit Nunangat – remote work

Salary Range: \$42,000 – 47,000 + northern allowance (\$18,500)

What You'll Do

Program Coordination:

- Assist in the planning, implementation, and evaluation of community programs, workshops, and cultural initiatives.
- Coordinate project activities involving contractors, facilitators, Elders, and partner organizations.
- Track project timelines, deliverables, and reporting requirements to ensure activities remain on schedule.
- Support the development of program materials, reports, presentations, and other project documentation.

Budget and Administrative Support:

- Track program budgets and expenses.
- Process invoices, reimbursements, and contracts.
- Maintain project files, records, and documentation
- Support grant reporting by gathering required information and documentation



Relationship Management:

- Serve as the primary point of contact for program participants and partners.
- Maintain regular communication with community members, contractors, consultants, and project partners.
- Support communication with the Steering and Advisory Committees.
- Represent the Collective at meetings and events as required.

Logistics and Event Coordination:

- Coordinate travel, accommodations, and itineraries for staff, Elders, and participants.
- Organize meetings, workshops, exhibitions, and community gatherings.
- Prepare agendas, meeting materials, minutes, and follow-up action items
- Coordinate logistics with contractors, facilitators, and partner organizations.

Community Engagement:

- Foster positive relationships with Inuit communities.
- Support culturally grounded programming and community participation
- Assist with community outreach and engagement activities

Steering Committee and Advisory Committee Relations:

- Maintain effective communication with the Steering and Advisory Committees

Who You Are

- Organized and detail-oriented
- Strong communicator
- Collaborative and team orientated
- Adaptable and resourceful
- Able to manage multiple priorities
- Culturally aware and respectful
- Comfortable working independently in a remote environment



Experience You Bring

- Experience in program coordination, administration, event planning, customer service, office administration, or a related field.
- Strong organizational, time management, and communication skills.
- Experience in coordinating meetings, travel, or events.
- Understanding and appreciation of Inuit culture and traditional practices.
- We welcome candidates with transferable skills who are eager to learn and grow in this role.

It Would Be a Bonus if You Have

- Familiarity with museums or cultural organizations.
- Basic fluency in Inuktitut and an understanding of Inuit sewing practices.

Working Conditions

- Working independently and remotely, with required travel.

Preference will be given to Inuit candidates.

If you are interested in this role but are unsure if you qualify, send us your application anyway and tell us about why you can be a good fit for this position. We'd love to hear from you!

How to Apply

Please submit a resume and cover letter to **agguaq@gmail.com** by **August 26, 2026**. In your cover letter please share what makes you an ideal fit for this position and why you want to work with the Agguaq Collective. If you have any questions prior to submitting your application, please don't hesitate to reach out.

For more information about the **Agguaq Collective** and **MakeWay**, please visit:

<https://www.instagram.com/agguaq/>

<http://makeway.org/approach/shared-platform/>

As Agguaq is a project on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay. MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. We do this by building partnerships, providing solutions, grants, and



services for the charitable sector across the country. The Shared Platform is home to over 50+ innovative, community-led projects.

The Agguaq Collective and MakeWay are strongly committed to equity and creating a diverse workplace community. We strive to reflect the diversity of our society on our teams and to provide a respectful workplace and equal working opportunities for all employees and applicants. We welcome and encourage applications from the communities we serve and for all qualified applicants to apply. If you require accommodations at any point during the application or hiring process, please contact agguaq@gmail.com. Thank you!