

WE'RE HIRING:

OFFICE MANAGER Location: Iqaluit, Nunavut Arctic Children and Youth Foundation



Make a difference for children, youth, and families in Nunavut.

WHAT YOU'LL DO

- Keep ACYF's office operations running smoothly
- Support HR administration (onboarding, records, staff support)
- Coordinate vendors, supplies, and facilities
- Assist with basic finance and procurement processes
- Support staff housing logistics and coordination

WHAT YOU BRING

- 3+ years experience in office administration or operations
- Strong organizational and communication skills
- Comfort with administrative systems and basic financial tasks
- Ability to work independently and support a team
- Understanding of Inuit communities and Nunavut context



Why Join ACYF

Direct impact on children's lives
Strategic, community-driven work
Competitive salary, benefits and housing stipend

Please send your resume and cover letter to admin@acyf.ca

For the full job description, please contact admin@acyf.ca

