

Opportunities at the Arctic Circle Secretariat

Arctic Circle is seeking two motivated individuals to join the team as a project coordinator and a young professional with a background in Indigenous Peoples affairs.

Project Coordinator

Location

Reykjavík, Iceland

Duration

Temporary one-year contract with the possibility of renewal.

Dates

May 2nd, 2024 – May 2nd, 2025.

Tasks and responsibilities

- Collaborate with the CEO on implementing a robust fundraising strategy and serve as the primary point of contact with Arctic Circle Partners.
- Assist with the execution of certain events and projects during the Arctic Circle Assembly, including providing logistical support, communicating with local vendors, and facilitating the participation of high-level participants' involvement in Arctic Circle events.
- Organize and execute projects and day-to-day tasks as needed, particularly those related to fostering relationships, as well as outreach-related tasks.

Criteria for selection

- Master's degree in a relevant field (e.g., international relations, business administration, public policy, social sciences, etc.)
- Proven experience in end-to-end customer relations and project management, preferably in a non-profit or a similar setting.
- Exceptional fluency in both written and spoken English. Ability to draft high-quality documents in English.

- Strong communication skills, including the ability to articulate complex issues to diverse audiences.
- Experience in fundraising, event management, governmental relations, community organizing, or related fields is preferred.
- Ability to work collaboratively in a team environment and independently with minimal supervision on diverse tasks.

Employment terms

The successful candidate will need to be prepared to live in Iceland for the next 2-3 years. They will receive a monthly salary as an employee in accordance with Icelandic labor and tax regulations.

Application process

Applications have to be submitted via the online application form. Please submit a CV, a cover letter (max one page), and a graduation certificate.

Shortlisted candidates are contacted by email and may be requested to complete a task before being invited to participate in an online interview. Once a successful candidate has been chosen and accepted the position, all applicants will be informed of the decision via email.

Deadline

April 1st, 2024, 23:59 GMT.

Contact

For further information on Arctic Circle, www.arcticcircle.org. For further information on the position, contact asgerdur@arcticcircle.org. For technical issues, please contact secretariat@arcticcircle.org.