



## **Activate NT Logistics Coordinator** ***(Term Position)***

### **PURPOSE OF THE POSITION**

The Northwest Territories Recreation and Parks Association (NWTRPA) envisions a territory where everyone has access to recreation programs and spaces that foster healthy individuals and families, strong cultures, and vibrant communities.

The NWTRPA is a membership-based organization that promotes quality, accessible recreation across the Northwest Territories by supporting leaders, communities, and partners primarily through training, advocacy, and networking.

Reporting to the Director – Professional Development and the Executive Director, the **Activate NT Logistics Coordinator** is responsible for key components of the Activate NT workplan. The Coordinator will work closely with NWTRPA staff, grant recipients, mentors, community partners, vendors, and service providers to support the successful delivery of Activate NT, with a particular focus on participant coordination, communications, and logistics related to training and travel.

### **DIVERSITY STATEMENT:**

The NWTRPA is committed to fostering a diverse and inclusive workplace culture, and an environment where everyone belongs. In our effort to create an equitable recruitment process, we encourage individuals from historically marginalized groups, those with lived experience and those with a commitment to upholding the values and principles of equity, inclusion, and reconciliation to apply.

### **JOB SUMMARY**

The Activate NT Logistics Coordinator plays a key coordination and support role in the planning and delivery of the Activate NT program. This position focuses on participant management, communications, travel coordination, and logistical arrangements related to the Activate NT training workshop and associated program activities.

The Coordinator will support youth participants aged 15–30, many of whom live in small or remote communities, and will work closely with mentors, chaperones, vendors, and NWTRPA staff to ensure program requirements are clearly communicated and completed.

The NWTRPA is a small territorial non-profit organization. Staff work collaboratively and provide assistance to one another as needed. The Coordinator will receive direction and guidance from the Director – Professional Development and the Executive Director. While this role does not involve independent program decision-making, the Coordinator will be responsible for implementing approved decisions and coordinating follow-through with participants and vendors.

### **ESSENTIAL FUNCTIONS**

#### Lead aspects of the Activate NT workplan

- Support the delivery of the Activate NT program, including onboarding, training, project delivery, and reporting phases
- Coordinate participant communications related to forms, deadlines, travel, and program expectations
- Track participant progress and outstanding requirements using shared tools and systems

#### Participant management and communications

- Act as a primary point of contact for grant recipients, mentors, and chaperones
- Follow up with participants to obtain required documentation, confirmations, and information
- Provide clear, plain-language guidance and reminders
- Apply a supportive, persistent, and diplomatic approach when following up with participants, recognizing that some youth may require additional reminders or assistance

#### Travel and accommodation coordination

- Coordinate flights, ground transportation, and accommodations for participants attending the Activate NT training workshop
- Liaise with travel agents, hotels, transportation providers, and participants
- Track itineraries, changes, and confirmations and communicate details clearly

#### Training workshop logistics

- Support logistical coordination for the Activate NT training workshop, including venues, catering, transportation, cleaning, equipment rentals, and service providers
- Implement approved logistical plans and adjustments in consultation with program leadership

#### Recruitment and outreach support

- Assist with logistical arrangements for recruitment and information sessions
- Support distribution and follow-up of recruitment materials as needed

#### Administrative and operational support

- Maintain accurate records and tracking related to participants and logistics
- Assist with preparation of participant communications and reminders
- Support NWTRPA colleagues by providing assistance related to program delivery
- Other duties as required

### **QUALIFICATIONS**

#### Required knowledge, skills, and abilities

To satisfy the expectations of the NWTRPA, the incumbent should have the following qualifications or equivalencies:

- Post-secondary education and/or experience in administration, logistics, recreation, education, Indigenous studies, or a related field
- Experience coordinating logistics, travel, events, or programs
- Strong organizational skills with attention to detail and the ability to manage multiple tasks simultaneously
- Excellent written and verbal communication skills
- Experience establishing relationships, fostering trust, and working collaboratively with diverse

- stakeholders
- Proficiency with computer software and platforms including Microsoft Office and virtual communication tools

#### Additional assets

- Experience working in a non-profit or community-based organization
- Familiarity with northern, rural, or remote community contexts
- Knowledge of NWT history, cultures, and political structures
- Willingness to learn about Indigenous histories and contemporary contexts in the Northwest Territories

The incumbent must successfully complete a satisfactory criminal record check as a condition of hire.

### **ACCESSIBILITY CONSIDERATIONS / WORKING CONDITIONS**

#### Physical Demands

Most of the incumbent's time is spent working remotely or in an office setting performing administrative and coordination duties. Regular computer use should be expected. Some work time may be spent supporting training activities or events, primarily in indoor settings.

#### Environmental Demands

Environmental demands are those typically associated with an office or remote work environment. Some travel may be required, which could result in exposure to northern climate conditions.

#### Sensory Demands

Normal office or home-office environment.

#### Mental Demands

This position involves managing multiple ongoing tasks and coordinating with many individuals. Periods of increased workload should be expected leading up to major program milestones, including the training workshop.

#### Location Demands

This position may be based remotely within Canada. Occasional travel may be required.

### **PAYSCALE**

This is a term position from February to May 2026, with a time commitment of approximately 0.5–0.75 FTE. There is a possibility of extension, subject to mutual agreement and program needs.

This position is compensated at an hourly rate in the range of \$35–\$40 per hour, commensurate with experience.

Employee benefits and obligations are outlined within the NWTRPA Employee Handbook.