



Administrative Coordinator

About

At **Annauma Community Foundation**, we believe that Inuit communities know the best solutions to the issues they are experiencing. We connect caring philanthropists, corporate partners, funders, and governments with opportunities to invest in inspired community-based action. Annauma was created to help Inuit continue to realize their dream for Nunavut.

Learn more about Annauma by visiting www.annauma.ca.

If you share our vision for Inuit communities that are healthy, vibrant, and have what they need to thrive—and you are a detail-oriented administrator—we would love to hear from you.

Annauma is currently recruiting a **full-time permanent Administrative Coordinator** to join our team in **Iqaluit, Nunavut**.

Position Overview

Reporting to the Executive Director, the Administrative Coordinator plays a central role in ensuring the smooth day-to-day operations of Annauma.

This role connects across all areas of the organization and serves as a **central coordination point for the team**. The Coordinator supports donor database management, board and governance administration, organizational systems, and general office coordination.

By maintaining strong administrative systems and organized processes, the Coordinator helps ensure Annauma's team can focus on advancing **Inuktitut Philanthropy and supporting community-led initiatives across Nunavut**.

Success in this role means helping ensure Annauma's systems, records, and processes remain organized and reliable so that the team and Board of Directors have the information they need to make decisions and support community initiatives.

Key Responsibilities

Donor Database Administration

Maintain and manage Annauma's donor database (Keela), ensuring the accuracy and integrity of donor and supporter records. Responsibilities include:

