



# Native Women's Association of the N.W.T.

P.O. Box 2321  
YELLOWKNIFE, NT X1A 2P7  
Website: [www.nativewomensnwt.com](http://www.nativewomensnwt.com)

PH: (867) 873-5509  
FX: (867) 873-3152  
Toll free: 1-866-459-1114

**Job Title:** Project Officer

**Department:**

**Reports To:** Executive Director

**Location:** In office

**Employment Type:** Casual Pending Funding Extension, July 1<sup>st</sup> 2025 – March 31 2026

**Application Deadline:** June 13<sup>th</sup>, 2025

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## Job Summary

The Native Women's Association of the NWT (NWANWT) is leading a pilot project to provide high-speed internet access to families in various remote communities in the Northwest Territories (NWT). The project aims to bridge the digital divide using Starlink's Low Earth Orbit (LEO) broadband system, offering connectivity hundreds to thousands of times faster than existing options.

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## Key Responsibilities

### 1. Internet Installation & Equipment Support:

- Connect households in remote communities using Starlink's high-speed broadband.
- Partner with Smart Communities Society NWT (SCSNWT) to distribute refurbished computers (laptops, desktops, tablets) to all project participants.
- Provide technical support and digital literacy training to ensure effective usage.

### 2. Community Research & Engagement:

- Partner with the University of Alberta for data collection, interviews, and community research.
- Conduct surveys, success stories, and impact assessments on social, economic, and cultural well-being.
- Use research findings to push for continued expansion of digital access

### 3. Digital Learning & Workshops:

- Coordinate the delivery of virtual workshops on financial literacy, digital skills, and business development.
- Offer education support, including online tutoring and scholarships.
- Assist with job search, employment resources, and online work opportunities.

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## Qualifications

### Education:

Post-secondary education in a relevant field such as:

- Information Technology
- Communications

*Office Located 5114 49<sup>th</sup> Street*

- Community Development
- Education
- Indigenous Studies or Social Sciences

*(Note: Equivalent work experience may also be considered, especially in nonprofit or Indigenous community settings.)*

**Experience:**

1–3 years experience in roles related to:

- Project coordination or community outreach
- Technical support or IT (especially hands-on experience with internet/network equipment)
- Workshop or training delivery (especially digital literacy or adult education)
- Working with Indigenous communities or in remote locations
- Data collection, survey administration, or research collaboration

**Skills:**

- **Technical Skills:**
  - Basic to intermediate IT troubleshooting (e.g., setting up internet equipment, supporting computer users)
  - Familiarity with Starlink or similar internet technologies (asset, not essential)
  - Proficiency with computers and mobile devices (Windows, tablets, basic networking)
- **Research & Communication:**
  - Ability to conduct interviews and community surveys
  - Clear written and verbal communication skills
  - Experience reporting on project outcomes
- **Community Engagement:**
  - Strong interpersonal skills, especially with Indigenous communities
  - Cultural sensitivity and a commitment to reconciliation and Indigenous-led initiatives
- **Organizational & Administrative:**
  - Workshop coordination and scheduling
  - Ability to manage multiple priorities
  - Self-starter, able to work independently and in a team

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**Working Conditions**

- Position required Project Officer to work in the Native Women's Associations office (Yellowknife) as well as some travel to NWT communities.

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**Salary & Benefits** *(optional or customizable)*

- Competitive based on qualifications and experience

**Please submit resume and covering letter by June 13<sup>th</sup> to:**

Address: 5114 49<sup>th</sup> Street, Yellowknife NT X1A 2P7 P.O. Box 2321

Email: Exdirector@nativewomens.com

**Will consider all qualified candidates.**

**Email submissions preferred. No phone calls please.**

**Only those selected for an interview will be contacted.**

**This posting is available in English only.**

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