



FIND YOUR DIRECTION,
CREATE YOUR PATH.

4U!

HANDOUT for ORGANIZATIONS

- What is Pijunnaqunga?
- How does Pijunnaqunga work?
- Roles and responsibilities
- Implementation process of Pijunnaqunga

November 2018

Pijunnaqunga is an internship program that aims to empower young Inuit from Nunavik to develop their skills through hands-on work experience. The program includes in-depth interviews, an intensive training session and paid internships in Nunavik organizations along with a solid mentoring support.

Pijunnaqunga intends to offer internship opportunities in significant positions within Nunavik regional organizations in order to encourage the development of the next generation of Nunavimmiut leaders.

Pijunnaqunga or $\Lambda\text{ᑦ}^a\text{ᑦ}d^b\text{ᑦ}$
means “*I can do it*” in Inuktitut.

According to the 2015 study “Nunavik in figures”, 49% of full-time jobs in Nunavik in 2011 were occupied by non-beneficiaries of the James Bay Northern Quebec Agreement. Most of the Nunavik regional employers are very concerned about their succession planning and are constantly striving to increase the number of Nunavimmiut employees within their organizations.

Envisioning to reach higher positions within Regional Organizations is also a concern expressed by Inuit youth themselves (Qarjuut Youth Council, March 2016 consultation).



Pijunnaqunga was initiated by the Sustainable Employment Department of KRG – developed in collaboration with PS Jeunesse a non-profit organization – to respond to these challenges.

The diagram consists of three colored rectangular boxes arranged horizontally, each with a black icon above it. The first box is yellow and contains the word 'VISION' in bold black letters, with a telescope icon above it. The second box is orange and contains the word 'MISSION' in bold black letters, with a target icon above it. The third box is grey and contains the word 'VALUES' in bold black letters, with a compass icon above it. Each box contains a paragraph of text describing its respective pillar.

VISION

Pijunnaqunga aims to increase the employability of young Inuit Nunavimmiut to hold significant positions within Nunavik organizations through an inspiring internship program.

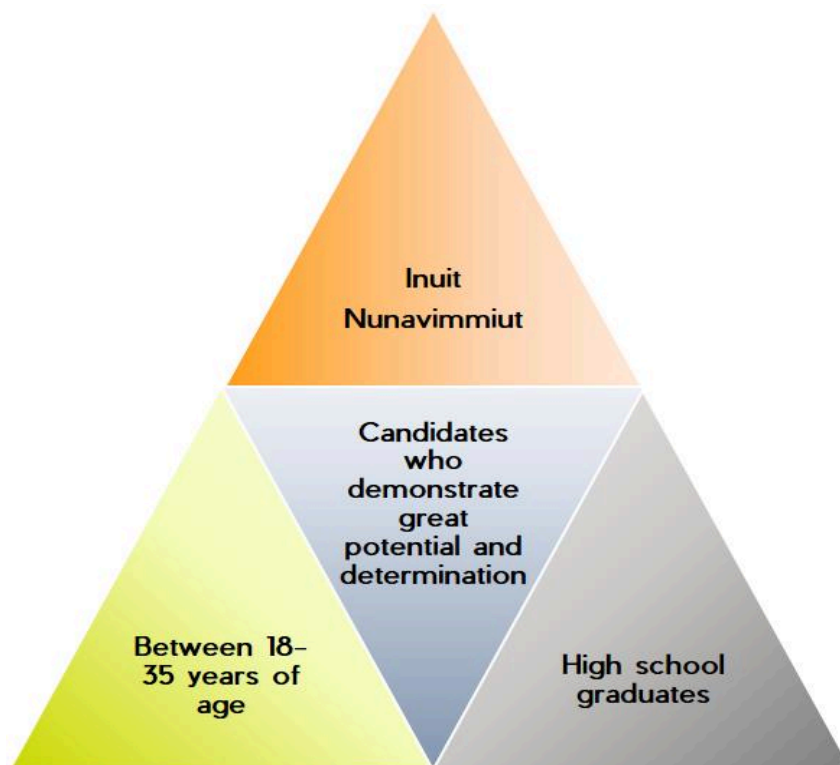
MISSION

Pijunnaqunga provides unique internship opportunities to empower young Inuit Nunavimmiut towards a professional career within Nunavik regional organizations.

VALUES

- Respect
- Leadership
- Self-Development
- Commitment

Target clientele



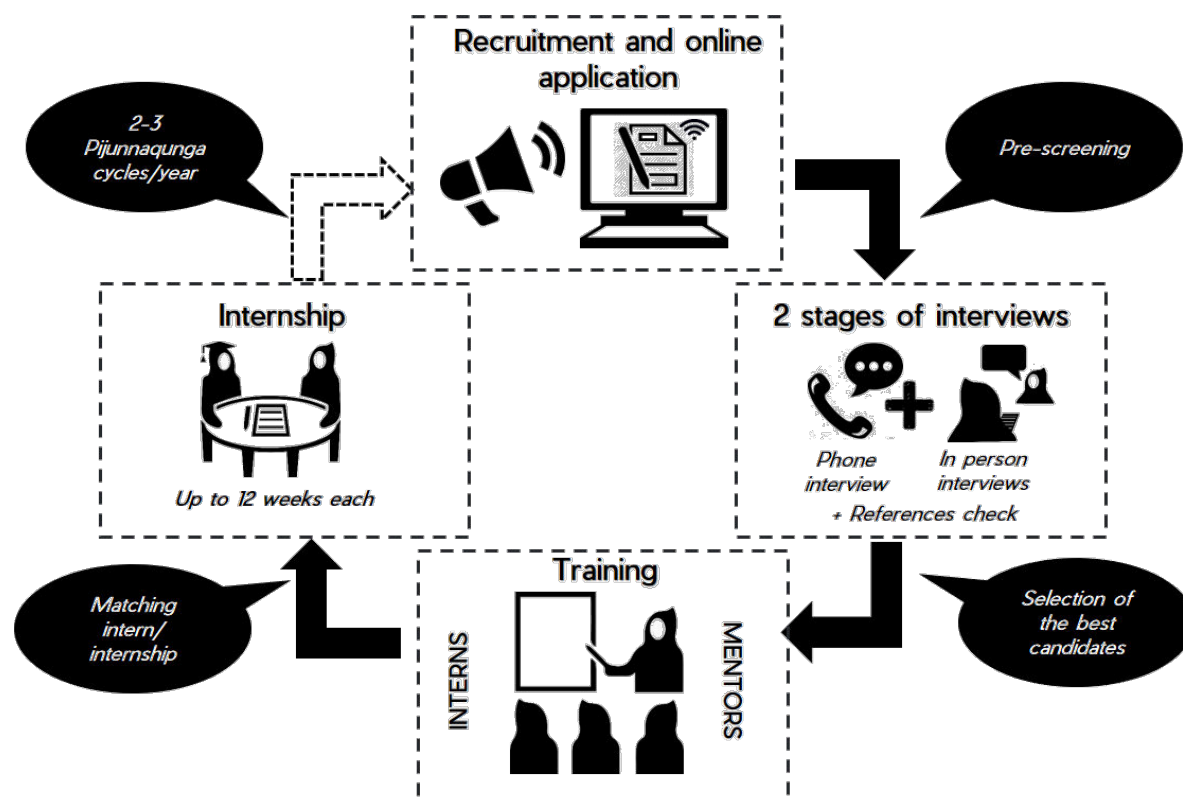
POST-SECONDARY EDUCATION IS THE PRIORITY

Although Pijunnaqunga is a program providing internship opportunities within Nunavik organizations, its greater goal is to empower Inuit youth and enhance their career path. We truly believe post-secondary education remains THE NUMBER ONE priority to achieve this objective.

Taking this into account, if a candidate made the decision to leave post-secondary schooling, they are required to wait for a period of at least 6 months in order to meet Pijunnaqunga's eligibility criteria.

With this understanding, we will also provide support to all participants, at any point during the program, who express the desire to further their education path. We will consider any participant who goes back to school a success within our program.

How does Pijunnaqunga work?



Each cycle of the Pijunnaqunga program is composed of four main stages:

1) Recruitment and application



- The first step in becoming a Pijunnaqunga intern is completing the **application form**.
- The second step is to submit **reference forms** completed by two individual references.

Launch on August 14th 2017
** Recruitment all year long **

2) Interview



- Stage one of the interview phase is a **telephone interview**, in order to complete the information given in the application and reference forms. It will also be a chance for the candidates to ask any questions they might have.
- Stage two of the interview phase consists of an **in-person interview**.

Next cycle in November – December 2018

3) Training



- **Interns:** Selected candidates receive a work-related soft skills training in order to prepare them as well as possible to be ready for their upcoming internship.
- **Mentors:** The appointed mentor for each internship receives a mentorship training in order for them to acquire the tools ensuring adequate guidance and support for the intern.

Next training planned for January 2019

4) Internships



- **Internship matching:** The Pijunnaqunga team does their best to match the interns and the organizations according to their needs and interests.
- **An internship** with the constant support of a mentor is offered to the Pijunnaqunga interns in order for them to gain new professional skills (up to 12 weeks).

NB : Internships must be a new temporary position created especially for the interns and must not replace an existing employee position. Internships must be full-time (max. 35 hr/week) and have to allow the interns to develop transferable skills needed to occupy any significant position within an organization.

*Next cycle planned for February 2019**

** Internships dates are flexible. The best time to create an internship is now.
We may have an intern ready to start an internship at any time.*

Roles and responsibilities

Roles within Pijunnaqunga internships



- Develop interesting internship(s) according to the organization's needs;
- Ensure effective communication and promotion of the program within the organization;
- Create a supportive environment for the intern(s) and mentor(s) participating in the program.



Organization

- Identify potential mentor(s);
- Develop interesting internship(s) according to the department's needs;
- Coordinate scheduling for mentor(s) of the department;
- Create a welcoming, inclusive and open-minded environment for the intern(s);
- Review and sign all supporting documents required for the internship(s).

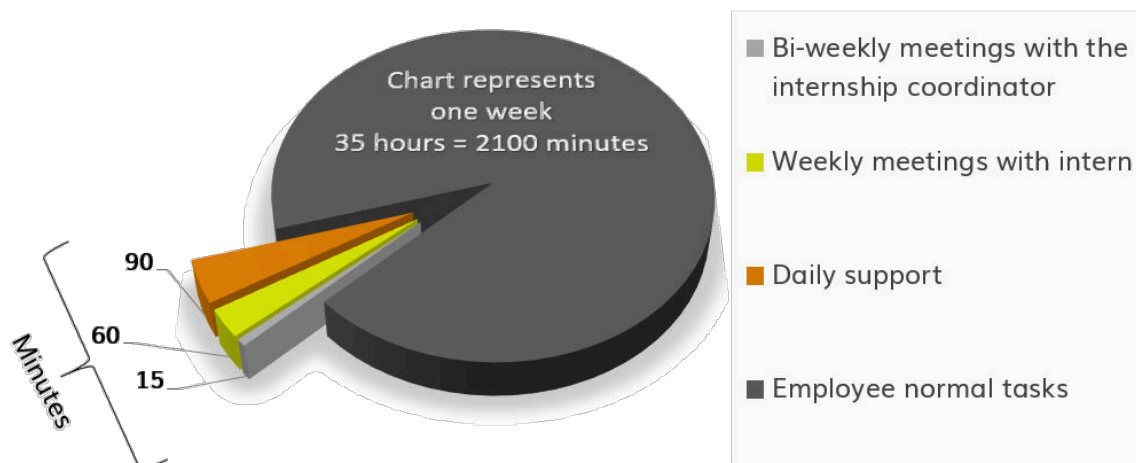
Department head



Mentor(s)

- Provide on-the-job training to the intern(s) by sharing their knowledge about their work position
- Offer guidance and professional support to the intern(s) in order for them to develop desirable working skills
- Give appropriate and constructive feedback
- Work in collaboration with the Internship coordinator of Pijunnaqunga.

Weekly time investment by the mentor (suggested)

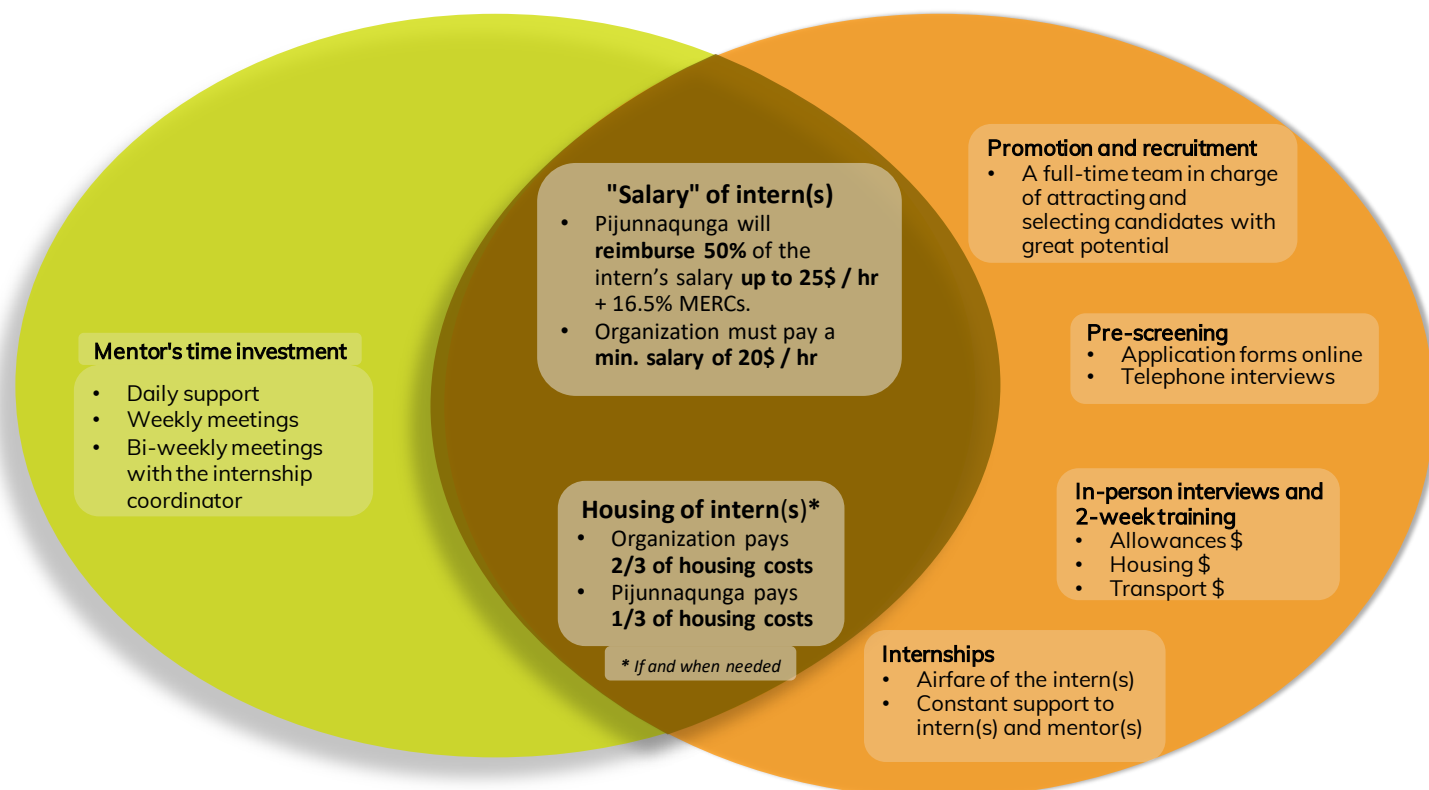


* The mentor must invest more time at the beginning of the internship. As the intern progresses, they will become more autonomous and will require less immediate assistance.

Financial responsibilities of partners

ORGANIZATION

PIJUNNAQUNGA



Why participate in Pijunnaqunga as an organization?

Organizations participating in Pijunnaqunga contribute to increasing the employability of young Inuit high school graduates. They offer a setting in which the interns can develop professional skills and self-confidence. Pijunnaqunga is a gateway for Inuit organizations to foster development in potential Inuit employees to hold key positions.

Your organization will benefit from the Pijunnaqunga program because it provides:

- A turnkey process for interviews and training;
- An easy way to test-drive the talent;
- A valuable employee recruitment and retention tool;
- A way for succession planning;
- An opportunity to professionally develop your employees;
- An improvement of the workplace dynamic;
- A way to be engaged in your community.



KRG:

- Accounting clerk



Makivik:

- Economic agent



Qarjuit:

- Project manager



Tulattavik Health Center:

- Educator
- Finance agent
- IT technician



KMHB:

- Communication officer

Interested organizations and internships in development



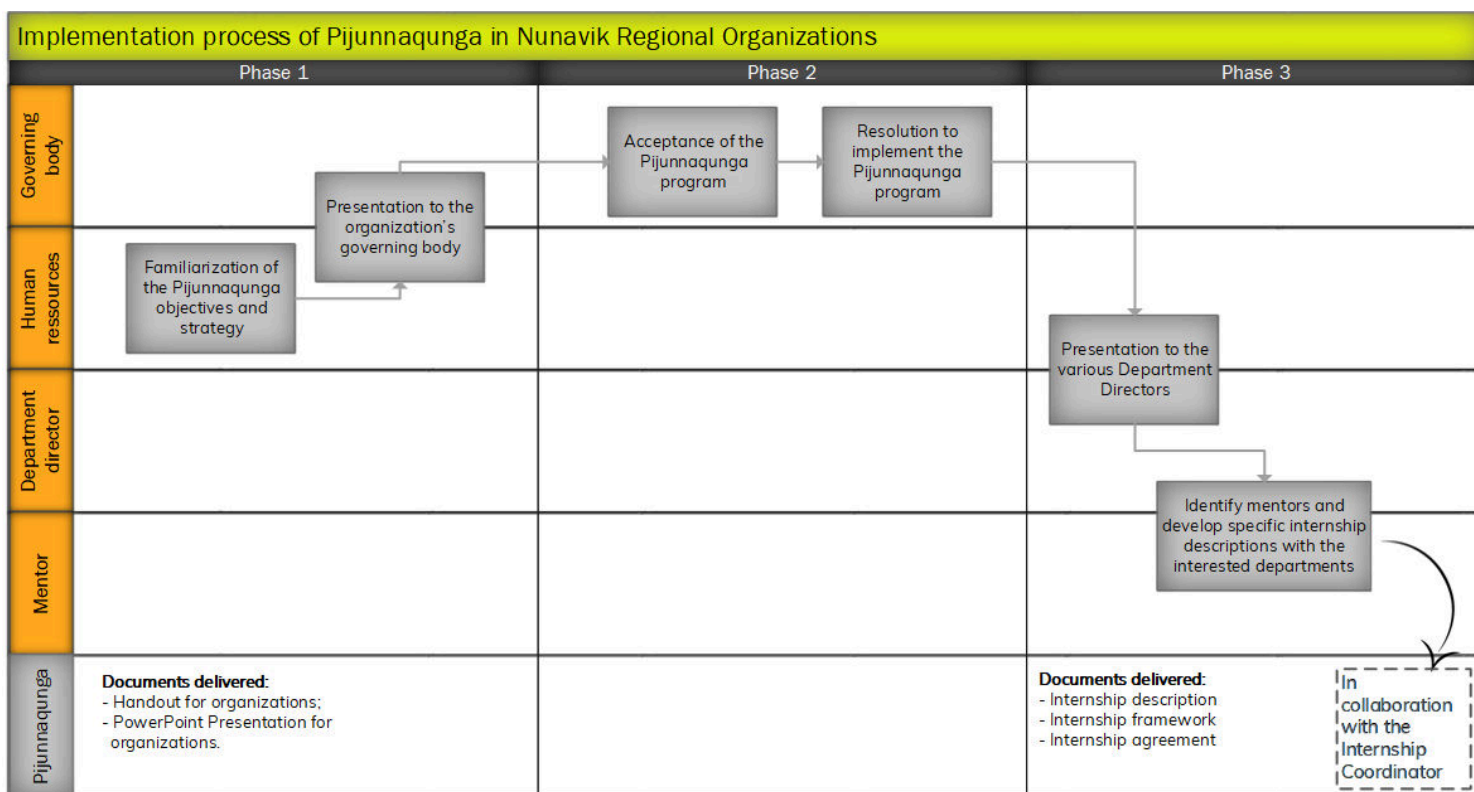
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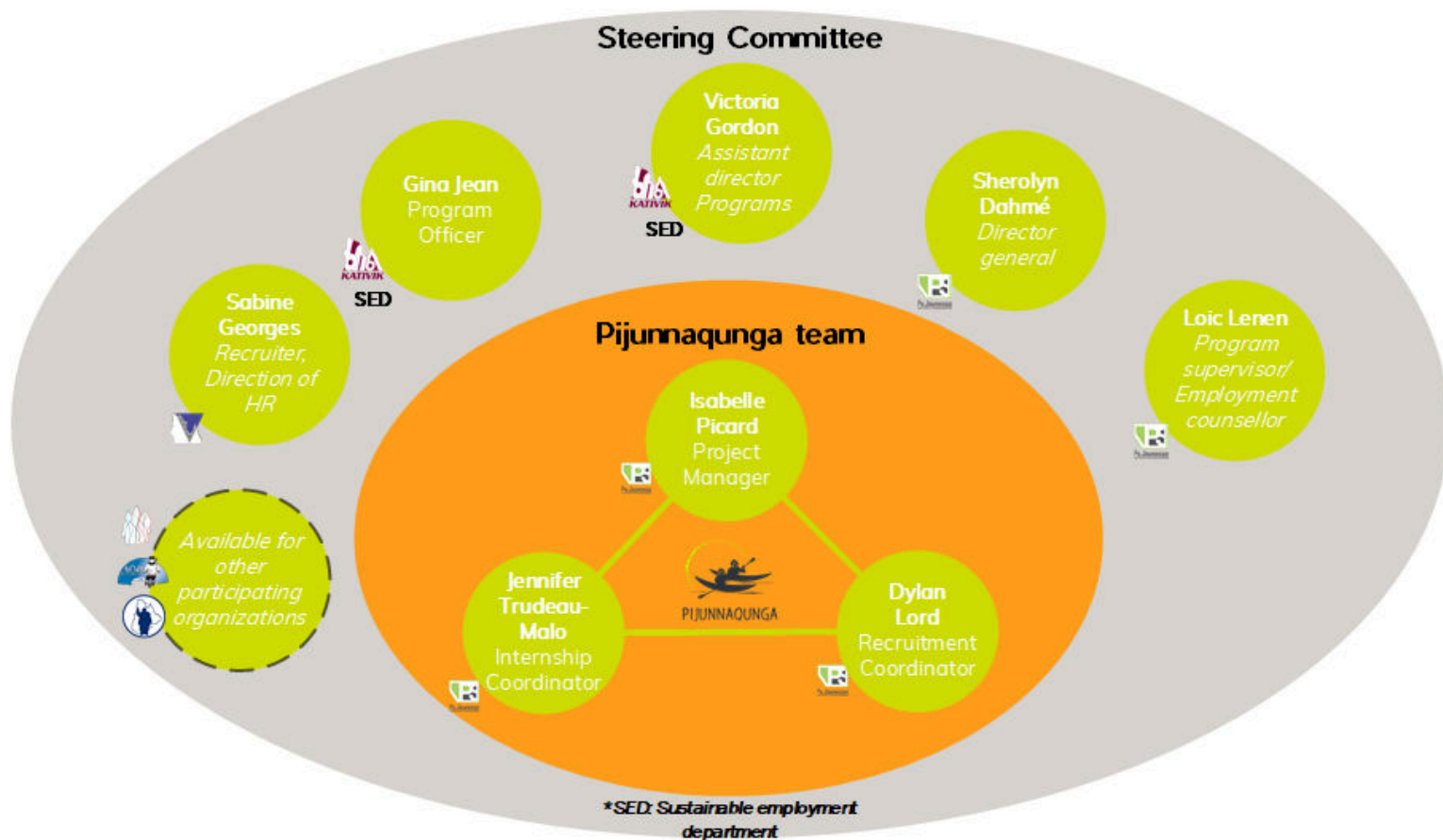
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Institut culturel Avataq
Avataq Cultural Institute



Steps to implement Pijunnaqunga in your organization



Organizational chart and team members



Steering Committee

The Steering Committee oversees the progression of the Pijunnaqunga Program. Members of the Steering Committee are monitoring the Pijunnaqunga team activities, ensuring it aligns with the vision of the project.

Pijunnaqunga team

Isabelle Picard – Project Manager



Reporting to the steering committee, the project manager is responsible for the coordination of activities and the seamless operation of Pijunnaqunga.

Email: ipicard@pijunnaqunga.org

Tel: (514) 379-3797 ext. 224

Dylan Lord – Recruitment Coordinator

Reporting to the project manager, the recruitment coordinator is responsible for the identification, selection and training of candidates who demonstrate great potential to be Pijunnaqunga interns.

Email: dlord@pijunnaqunga.org

Tel: (514) 379-3797 ext. 222



Jennifer Trudeau-Malo – Internship Coordinator



Reporting to the project manager, the internship coordinator is responsible for the successful execution of the internships and to offer continuous support to the Pijunnaqunga interns and mentors.

Email: jtmalo@pijunnaqunga.org

Tel: (514) 379-3797 ext. 223

Contact Information

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 Verdun

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Website:



www.facebook.com/pijunnaqunga.org

CHECKLIST FOR THE ORGANIZATION

First steps in participating in Pijunnaqunga

- ☐ **Identify the needs in your organization in regards to potential internships**
 - Which departments in your organization would like to participate in the internship program?
 - What is the intended duration of the internship? (Up to 12 weeks)
 - How many internships will your organization be offering?
 - At what time of the year can you host an intern? What are ideal start and end dates for the internship?
 - What salary can you offer to the intern? Are there alternative forms of compensation that could be offered (transportation/, meal stipend, etc.)?
 - What qualities and experience are you looking for in a candidate?
- ☐ **Identify interesting and educative internship possibilities**
- ☐ **Identify potential mentors** (See *Mentor's Guide*)
 - Has the individual been in the position for a minimum of six months?
 - Can the mentor handle the workload?
- ☐ **Support for the mentors and free up time for them in order to complete:**
 - A 3-hour mentor training provided by Pijunnaqunga;
 - Day-to-day follow-up on tasks with the intern;
 - Weekly meetings with the intern;
 - Regular follow-up meetings with the Pijunnaqunga internship coordinator;
 - Introduction of the intern and orientation in the workplace;
 - Intern's mid-evaluation and final evaluation.
- ☐ **Identify what resources are available to support an intern in their duties** (workspace and materials for interns)
- ☐ **Identify housing possibilities for the intern** (when they are not residing in the community where the internship takes place)
- ☐ **Identify regulations and policies of your organization according to internships** (HR)
- ☐ **Create an internship description*** (See *Internship description template*)

**Internships must be a new position created especially for the interns and must not replace an employee existing position. Internships must be full-time (max. 35hr/week) and have to allow the intern to develop transferable skills needed to occupy any significant position within an organization.*