

**Program description:**

Pijunnaqunga is a pilot internship program to assist Nunavik Inuit youth who have started (but not completed) post-secondary studies to develop to their full potential. The program includes in-depth interviews, an intensive two-week training session, plus two 12-week internships in a Nunavik organization with mentor support. Reporting to the project manager, the internship coordinator is responsible for the smooth functioning of internships and providing counselling to the participants, working in close collaboration with the Kativik Regional Government, PS Jeunesse, Pijunnaqunga's steering committee and the Pijunnaqunga team.

**Job description:**

- Participate in the identification and definition of internships;
- Meet with potential mentors and interns to explain the objectives, functioning and constraints of internships;
- Match interns interests with available internships;
- Assist with the development and realization of a learning program for each internship setting;
- Provide counselling to the potential candidates and selected interns;
- Prepare mentors for the introduction and the follow-up of an intern;
- Organize the introduction of interns into their internships;
- Establish and maintain honest, effective and respectful communications between interns and their mentors;
- Conduct regular follow-up with mentors and interns;
- Quickly react to and identify solutions for difficult situations experienced by interns and/or mentors;
- Participate in work-placement assessments (logistics, accommodations, transportation, etc.);
- Ensure regular follow-up with the project manager, the recruitment coordinator and the community liaison officer;
- Perform any other duty requested by the project manager and the steering committee.

**Characteristics sought:**

- Experience in counselling;
- Experience with work-placement project development, implementation and assessment;
- Autonomous and capacity to manage unexpected situations;
- Availability to travel regularly to Nunavik communities;
- Work experience in multicultural settings (especially in northern communities);
- Knowledge of spoken and written English is required;
- Knowledge of Inuktitut and/or French is an asset.

**Requirement:**

Undergraduate diploma in a relevant field, or a combination of studies and relevant experience.

**Salary:** According to the scale in effect.

**Place of work:** Ivirtivik Centre Verdun, Montreal. Frequent travel to Nunavik.

**Work time:** 35 hours/week.

**Application deadline:** December 2017.

**Start date:** December 2017.

**Contract:** Six months with the possibility of extension.

Submit your résumé and letter of interest to Loic Lenen by email at [lolenen@psjeunesse.org](mailto:lolenen@psjeunesse.org) and [ipicard@pijunnaqunga.org](mailto:ipicard@pijunnaqunga.org)

\* Only candidates selected for an interview will be contacted.