


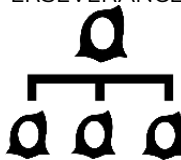











Internship title	General description	Aptitudes / Qualities	/10
<p><b>INFORMATION TECHNOLOGY (I.T.) TECHNICIAN</b></p> 	<ul style="list-style-type: none"> <li>• Sets up new users' accounts and deals with password issues;</li> <li>• Installs &amp; configures computer hardware operating systems;</li> <li>• Monitors and maintains computer systems;</li> <li>• Responds to questions in a timely fashion;</li> <li>• Conducts safety checks on computer equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent problem solving skills;</li> <li>• Good active listening and questioning skills;</li> <li>• Logical thinking;</li> <li>• Attention to details;</li> <li>• Ability to prioritize workload;</li> <li>• Openness to update skills periodically;</li> <li>• Interest and ability to do customer service.</li> </ul>	
<p><b>ECONOMIC DEVELOPMENT AGENT</b></p> 	<ul style="list-style-type: none"> <li>• Promotes local economic development plans;</li> <li>• Develops and setting up a relevant economic marketing strategy;</li> <li>• Plans and evaluate community development needs;</li> <li>• Maintains and update community profile report.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication skills;</li> <li>• Interest in economic development ;</li> <li>• Good personal judgement, discreet and professional;</li> <li>• Good problem solving skills;</li> <li>• Ability to meet deadlines;</li> <li>• Flexibility.</li> </ul>	
<p><b>PROGRAM OFFICER (SUSTAINABLE EMPLOYMENT)</b></p> 	<ul style="list-style-type: none"> <li>• Analyzes program funding applications;</li> <li>• Monitor project/program activity (on and off-site);</li> <li>• Provides recommendations for approvals, process financial claims and reporting on activities;</li> <li>• Writes and presents reports related to their program files;</li> <li>• Conducts program reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Good analytical skills;</li> <li>• Ability to manage time effectively and to meet multiple deadlines;</li> <li>• Good communication skills ;</li> <li>• Attention to details;</li> <li>• Good reading and writing skills.</li> </ul>	
<p><b>PROJECT MANAGER (SCHOOL PERSEVERANCE)</b></p> 	<ul style="list-style-type: none"> <li>• Hires and trains project coordinators;</li> <li>• Supervises coordinators on a regular basis ;</li> <li>• Purchases and sends project materials to the communities;</li> <li>• Collects data from the coordinators and creates reports for regional partners;</li> <li>• Provides support and supervising of special events.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent decision-making and problem solving skills;</li> <li>• Good leadership and communication skills;</li> <li>• Conflict resolution abilities;</li> <li>• Ability to tolerate stress;</li> <li>• Reliable and hard working.</li> </ul>	
<p><b>REPORTER/ EDITOR</b></p> 	<ul style="list-style-type: none"> <li>• Investigates possible stories;</li> <li>• Interviews people;</li> <li>• Proof reads and edits articles and scripts;</li> <li>• Writes news reports and scripts;</li> <li>• Broadcasts stories, news, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication skills;</li> <li>• Knowledge and speaking of inuktitut language;</li> <li>• Ability to ask thought-provoking questions;</li> <li>• Ability to analyze and synthesize information.</li> </ul>	

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<p><b>RECREATION COORDINATOR</b></p> 	<ul style="list-style-type: none"> <li>• Assists in the development of local recreation strategies;</li> <li>• Acts as a liaison between Recreation Department and the Local Recreation Coordinators;</li> <li>• Develops and implements new and existing recreation programs;</li> <li>• Assesses equipment and infrastructure requirements;</li> <li>• Supports the logistics of a Cultural event (shipping, travel, accommodation, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills and be a genuine team player;</li> <li>• Show integrity;</li> <li>• Ability to plan ahead and meet deadlines;</li> <li>• Empathetic with good communication skills;</li> <li>• Concerned about offering quality services to its clientele.</li> </ul>	
<p><b>PROJECT COORDINATOR (SCHOOL PERSEVERANCE)</b></p> 	<ul style="list-style-type: none"> <li>• Manages a small budget for the project and the material inventory;</li> <li>• Assists in supervising local animators;</li> <li>• Creates and animates activities for participants;</li> <li>• Collaborates with school administration and teachers to promote greater participation of community members in the project;</li> <li>• Helps develop strategies for making activities more culturally relevant.</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication skills;</li> <li>• Able to work with computers (Excel and Word);</li> <li>• Ability to take initiative and show perseverance;</li> <li>• Ability to animate activities;</li> <li>• Good motivation;</li> <li>• Creative.</li> </ul>	
<p><b>PROGRAM COORDINATOR (COMPASSIONATE SCHOOL SERVICES)</b></p> 	<ul style="list-style-type: none"> <li>• Co-mentors and manages a team of four pedagogical counsellors;</li> <li>• Reviews the budget and plans trainings and materials purchases;</li> <li>• Shares creative Compassionate Schools updates and ideas on our Facebook page;</li> <li>• Travels to schools and meeting locations in other communities on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deal with delicate and emotional subjects;</li> <li>• Ability and willingness to travel;</li> <li>• Open-minded and compassionate;</li> <li>• Good communication skills;</li> <li>• Ability to use Microsoft Word and Outlook;</li> <li>• Good analytical skills;</li> <li>• Excellent organizational skills.</li> </ul>	
<p><b>ACCOUNTING CLERK</b></p> 	<ul style="list-style-type: none"> <li>• Processes journal entries to ensure all business transactions are recorded;</li> <li>• Codes invoices to the different budgets and accounts;</li> <li>• Enters information into Sage 300 software system for payment;</li> <li>• Updates accounts receivable and issuing invoices;</li> <li>• Makes cheques.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent organizational abilities;</li> <li>• Great attention to details;</li> <li>• Good computer skills (including Microsoft Excel and Word);</li> <li>• Reliable and hard worker;</li> <li>• Willing and eager to learn.</li> </ul>	

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<p><b>COMMUNICATION OFFICER</b></p> 	<ul style="list-style-type: none"> <li>• Conceives and develops promotion campaign;</li> <li>• Posts informative contents on Facebook;</li> <li>• Manages website content;</li> <li>• Assists the communication officer in the development of the strategic plan;</li> <li>• Researches information for public demands.</li> </ul>	<ul style="list-style-type: none"> <li>• Reliable and organized</li> <li>• Creative and artistic mindset;</li> <li>• Organized;</li> <li>• Positive thinking and eager to learn;</li> <li>• Capacity to work on different files at the same time;</li> <li>• Good computer skills (Microsoft Word, Excel and Outlook);</li> <li>• Good communication skills in English (French will be considered as an asset).</li> </ul>	
<p><b>TAX INCOME AGENT</b></p> 	<ul style="list-style-type: none"> <li>• Assists the management of the tax agents in the Nunavik communities;</li> <li>• Files tax returns;</li> <li>• Prepares tax forms for individuals and sole proprietorships;</li> <li>• Assists in gathering pertinent information.</li> </ul>	<ul style="list-style-type: none"> <li>• Available to participate to a one week specific training;</li> <li>• Good computer skills (including Microsoft Excel and Word)</li> <li>• Able to exercise discretion;</li> <li>• Reliable and hard worker;</li> <li>• Willing and eager to learn.</li> </ul>	
<p><b>EMPLOYMENT SERVICES AGENT</b></p> 	<ul style="list-style-type: none"> <li>• Supports participants in obtaining their personal documents (identity documents or others);</li> <li>• Assists participants in filling job applications;</li> <li>• Researches, creates and co-animates workshops and activities;</li> <li>• Gives input about culturally adapted methods;</li> <li>• Revise documents and translates in Inuktitut (workshops, interview documents; regulations);</li> <li>• Create content to promote the organization (Facebook posts, flyers, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate in Inuktitut and English, (French will be consider as a asset);</li> <li>• Good computer skills, including Excel, Word and Power point</li> <li>• Reliable, punctual, creative, social and desire to learn.</li> </ul>	
<p><b>PROJECT OFFICER (SANAJIIT)</b></p> 	<ul style="list-style-type: none"> <li>• Informs public of the different construction trades and their related job opportunities;</li> <li>• Promotes training activities and recruits participants;</li> <li>• Assists with logistics (flights and accommodations)</li> <li>• Receives, analyzes and compiles apprenticeship booklets from employers;</li> <li>• Updates worker files and the Sanajiit Project database</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge (verbal and written) of at least two of the following languages: Inuktitut, English or French;</li> <li>• Excellent people and communication skills;</li> <li>• Familiar with Microsoft Office (Outlook, Word, Excel);</li> <li>• Ability to prioritize work and meet deadlines;</li> <li>• Available and willing to travel.</li> </ul>	