







Internship title	General description	Aptitudes / Qualities / Requirements
<p>INFORMATION TECHNOLOGY (I.T.) TECHNICIAN</p> 	<ul style="list-style-type: none"> • Sets up new users' accounts and deals with password issues • Installs & configures computer hardware operating systems • Monitors and maintains computer systems • Responds to questions in a timely fashion • Conducts safety checks on computer equipment. 	<ul style="list-style-type: none"> • Excellent problem solving skills • Good active listening and questioning skills • Logical thinking • Attention to details • Ability to prioritize workload • Openness to update skills periodically • Interest and ability to do customer service
<p>ECONOMIC DEVELOPMENT AGENT</p> 	<ul style="list-style-type: none"> • Promotes local economic development plans • Develops and setting up a relevant economic marketing strategy • Plans and evaluate community development needs • Maintains and update community profile report. 	<ul style="list-style-type: none"> • Excellent communication skills • Interest in economic development • Good personal judgement, discreet and professional • Good problem solving skills • Ability to meet deadlines • Flexibility
<p>PROGRAM OFFICER (SUSTAINABLE EMPLOYMENT)</p> 	<ul style="list-style-type: none"> • Analyzes program funding applications • Monitor project/program activity (on and off-site) • Provides recommendations for approvals, process financial claims and reporting on activities • Writes and presents reports related to their program files • Conducts program reviews. 	<ul style="list-style-type: none"> • Good analytical skills • Ability to manage time effectively and to meet multiple deadlines • Good communication skills • Attention to details • Good reading and writing skills
<p>PROJECT MANAGER (SCHOOL PERSEVERANCE)</p> 	<ul style="list-style-type: none"> • Hires and trains project coordinators • Supervises coordinators on a regular basis • Purchases and sends project materials to the communities • Collects data from the coordinators and creates reports for regional partners • Provides support and supervising of special events. 	<ul style="list-style-type: none"> • Excellent decision-making and problem solving skills • Good leadership and communication skills • Conflict resolution abilities • Ability to tolerate stress • Reliable and hard working
<p>RECREATION COORDINATOR</p> 	<ul style="list-style-type: none"> • Assists in the development of local recreation strategies • Acts as a liaison between Recreation Department and the Local Recreation Coordinators • Develops and implements new and existing recreation programs • Assesses equipment and infrastructure requirements • Supports the logistics of a Cultural event (shipping, travel, accommodation, etc.). 	<ul style="list-style-type: none"> • Leadership skills and be a genuine team player • Show integrity • Ability to plan ahead and meet deadlines • Empathetic with good communication skills • Concerned about offering quality services to its clientele

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<p>PROJECT COORDINATOR (SCHOOL PERSEVERANCE)</p> 	<ul style="list-style-type: none"> • Manages a small budget for the project and the material inventory • Assists in supervising local animators • Creates and animates activities for participants • Collaborates with school administration and teachers to promote greater participation of community members in the project • Helps develop strategies for making activities more culturally relevant. 	<ul style="list-style-type: none"> • Good communication skills • Able to work with computers (Excel and Word) • Ability to take initiative and show perseverance • Ability to animate activities • Good motivation • Creative
<p>PROGRAM COORDINATOR (COMPASSIONATE SCHOOL SERVICES)</p> 	<ul style="list-style-type: none"> • Co-mentors and manages a team of four pedagogical counsellors • Reviews the budget and plans trainings and materials purchases • Shares creative Compassionate Schools updates and ideas on our Facebook page • Travels to schools and meeting locations in other communities on a regular basis. 	<ul style="list-style-type: none"> • Ability to deal with delicate and emotional subjects • Ability and willingness to travel • Open-minded and compassionate • Good communication skills • Ability to use Microsoft Word and Outlook • Good analytical skills • Excellent organizational skills
<p>ACCOUNTING CLERK</p> 	<ul style="list-style-type: none"> • Processes journal entries to ensure all business transactions are recorded • Codes invoices to the different budgets and accounts • Enters information into Sage 300 software system for payment • Updates accounts receivable and issuing invoices • Makes cheques. 	<ul style="list-style-type: none"> • Excellent organizational abilities • Great attention to details • Good computer skills (including Microsoft Excel and Word) • Reliable and hard worker • Willing and eager to learn
<p>REPORTER/ EDITOR</p> 	<ul style="list-style-type: none"> • Investigates possible stories • Interviews people • Proof reads and edits articles and scripts • Writes news reports and scripts • Broadcasts stories, news, etc. 	<ul style="list-style-type: none"> • Excellent communication skills • Knowledge and speaking of inuktitut language • Ability to ask thought-provoking questions • Ability to analyze and synthesize information
<p>COMMUNICATION OFFICER</p> 	<ul style="list-style-type: none"> • Conceives and develops promotion campaign • Posts informative contents on Facebook • Manages website content • Assists the communication officer in the development of the strategic plan • Researches information for public demands. 	<ul style="list-style-type: none"> • Reliable and organized • Creative and artistic mindset • Organized • Positive thinking and eager to learn • Capacity to work on different files at the same time • Good computer skills (Microsoft Word, Excel and Outlook) • Good communication skills in English (French will be considered as an asset).

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<p>TAX INCOME AGENT</p> 	<ul style="list-style-type: none"> • Assists the management of the tax agents in the Nunavik communities • Files tax returns • Prepares tax forms for individuals and sole proprietorships • Assists in gathering pertinent information. 	<ul style="list-style-type: none"> • Available to participate to a one-week specific training • Good computer skills (including Microsoft Excel and Word) • Able to exercise discretion • Reliable and hard worker • Willing and eager to learn.
<p>EMPLOYMENT SERVICES AGENT</p> 	<ul style="list-style-type: none"> • Supports participants in obtaining their personal documents (identity documents or others) • Assists participants in filling job applications • Researches, creates and co-animates workshops and activities • Gives input about culturally adapted methods • Revise documents and translates in Inuktitut (workshops, interview documents regulations) • Create content to promote the organization (Facebook posts, flyers, etc.) 	<ul style="list-style-type: none"> • Ability to communicate in Inuktitut and English, (French will be consider as a asset) • Good computer skills, including Excel, Word and Power point • Reliable, punctual, creative, social and desire to learn.
<p>PROJECT OFFICER (SANAJIIT)</p> 	<ul style="list-style-type: none"> • Informs public of the different construction trades and their related job opportunities • Promotes training activities and recruits participants • Assists with logistics (flights and accommodations) • Receives, analyzes and compiles apprenticeship booklets from employers • Updates worker files and the Sanajit Project database 	<ul style="list-style-type: none"> • Good knowledge (verbal and written) of at least two of the following languages: Inuktitut, English or French • Excellent people and communication skills • Familiar with Microsoft Office (Outlook, Word, Excel) • Ability to prioritize work and meet deadlines • Available and willing to travel.
<p>ANIMATOR (DUI PROJECT)</p> 	<ul style="list-style-type: none"> • Accompany the Project Development Agent during meetings with health care professionals, to discuss the DUI project. • Help clients to fill out official forms, help them to better understand the process behind DUI charges and legal procedures. • Help prepare clients for eventual meetings with health care professionals. • Visit schools during promotion and awareness campaigns on the Road Safety Education Program (PESR). • Adapt the promotion and awareness campaigns of the PESR to the local context of Nunavik 	<ul style="list-style-type: none"> • Knowledge of Word and Excel • Fluency in two of these three languages: English, Inuktitut and French • Be comfortable speaking in front of groups of people • Capacity to analyze, resume and transmit important information • Ability to be discrete and respect confidentiality.

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<p>DRIVING INSTRUCTOR</p> 	<ul style="list-style-type: none"> • Provide practical lessons (individual driving lessons in specifically identified vehicles with specific equipment) • Teach road safety techniques and behaviours to adopt on the road as a driver. • Prepare the students for the SAAQ practical exam. • Teach driving on a simulator. 	<ul style="list-style-type: none"> • Hold a secondary V certificate or equivalent • Must hold for at least 2 years a valid regular driver's license, Class 5 vehicle • Possess a driving record not exceeding 4 demerit points • Not having pleaded guilty or been convicted of an offence incompatible with the status of a recognized driving school for which he or she has not obtained a pardon • Provide a criminal record.
<p>ADMINISTRATIVE ASSISTANT</p> 	<ul style="list-style-type: none"> • Organize meetings (Executives, BOD, Members) • Draft and type agenda for all meetings • Take minutes of all meetings • Follow-up with decisions taken at the occasion of meetings • Organize travels (flight/hotel) • Writing correspondence for the organization • Provide assistance to LHCs with the writing of correspondence, resolutions, leases, invoices, etc. • Communicate with LHCs and/or any other parties as needed. 	<ul style="list-style-type: none"> • Good computer skills (including Microsoft Excel and Word) • Excellent verbal and written English • Ability to communicate in Inuktitut and English (French will be considered an asset) • Solve problems in a timely fashion • Excellent time management skills • Ability to take initiative and to work autonomously • Capacity for multitasking • Ability to work in a team setting.