


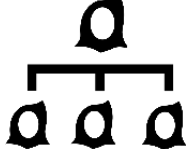
















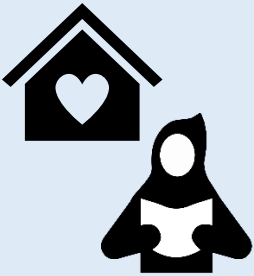
Internship title	General description	Aptitudes / Qualities / Requirements	
<p>INFORMATION TECHNOLOGY (I.T.) TECHNICIAN</p> 	<ul style="list-style-type: none"> • Sets up new users' accounts and deals with password issues • Installs & configures computer hardware operating systems • Monitors and maintains 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>REPORTER/EDITOR</p> 	<ul style="list-style-type: none"> • Investigates possible stories • Interviews people • Proofreads 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. 	

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<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. 	
<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. 	

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<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). 	
<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 recruit 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. 	

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<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.
<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.

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<p>Justice Department Assistant</p> 	<ul style="list-style-type: none"> • Administrative duties : entering statistics, answering telephone and e-mails • Inform all Inuit accused of their rights and duties regarding court procedures • Assist in the organization of visits for justice committees • Act as a resource person on Inuit traditions and culture in matters related to court officials • Collaborate on the implementation of innovative projects • Bring forward culturally based processes of restoring harmony in the community based on Inuit legal traditions. 	<ul style="list-style-type: none"> • Knowledge of the Inuit culture and traditions • Knowledge of Nunavik realities and issues • Strong desire to support and assist your fellow Inuit in going through their healing journey • Leadership, motivation, and communication skills • Respectful, non-judgemental, and discrete • Available to travel for training and meetings.
<p>Receptionist</p> 	<ul style="list-style-type: none"> • Type correspondence on the computer as required • Work at the front desk, answer phone calls and ensuring the calls are directed to appropriate person and take messages if necessary • Assist the team in maintaining the office • Provide daily support to the team • Provide professional and courteous assistance to guests attending the office • Send and receive fax message • Coordinate long distance calls and conference calls as required. 	<ul style="list-style-type: none"> • Oral and written Inuktitut communication skills • Ability to communicate in English, French would be an asset • Punctual and enthusiastic • Have a working knowledge of computer software such as MS Excel, Word, Teams, and e-mail programs • Ability to operate various office equipment such as fax machine, mail machine and photocopier/scanner.
<p>Student Counselor</p> 	<ul style="list-style-type: none"> • Be available to listen attentively to the students' needs and refer them to the right resources when necessary • Collaborate with the various committees on the follow-up and support offered to students • Work in close collaboration with the school's Student Support Professional (SSP) • Make suggestions to improve the life of the students at the school • When appropriate and necessary, participate in training sessions • Collaborate in various school activities • Initiate and organize activities to raise awareness on drugs, alcohol, violence and bullying prevention • Other duties as assigned. 	<ul style="list-style-type: none"> • Ability and openness to welcome students • Open-mindedness and discretion • Ability to speak and communicate in public • Listening capacity and empathy • Ability to work in a team and in collaboration with the school team members • Creativity to implement activities • Respect school rules • Punctual and present at school every school day • Proactive in matters that concern the well-being of the students.

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<p>Small Vessel Assistant</p> 	<ul style="list-style-type: none"> • Launching zodiac • Helping with crane operations • Performing the daily cleaning on-board and in the engine room • Assisting the cook in the galley • Actively participate in emergency drills (fire drills, MOB drills, abandon ship drills) • Learning basic seamanship skills (basic knots, splicing, proper stowage of gear, anchor deployment). 	<ul style="list-style-type: none"> • Highly motivated and curious to learn about scientific research and navel industry. • Hard worker • Have a flexible, positive work ethic • Ability to adapt to unique working conditions • Be at least 18 years of age.
<p>Economic Research Assistant</p> 	<ul style="list-style-type: none"> • Participate in the creation of the questionnaires used in research interviews • Provide cultural insights on cultural imperatives in Nunavik • Share thoughts on the meaning of certain Inuktitut words or on ways of life in Nunavik • Give insight and participate in ensuring that the approach respects important cultural considerations in Nunavik • Participate in the results analysis • Participate in certain meetings. 	<ul style="list-style-type: none"> • Comfortable to share her/his thoughts and opinions with the research team hired by Makivik • Collaborative and autonomous • Live or has lived in Nunavik • Good knowledge of Inuit culture and realities.
<p>Supervised House Manager</p> 	<ul style="list-style-type: none"> • Ensure employees' well-being and productivity • Supervise employee's relations • Supervise daily operations (ex: compost project, second-hand store, community cooking) • Manage finance of a community organization • Ensure residents' well-being and safety • Assist residents in attainment of their personal goals • Practice person centered care, recovery and therapeutic community principles • Develop and organize activities/projects to improve residents' autonomy • Calculate employees' time sheets. 	<ul style="list-style-type: none"> • Easiness to communicate with others • Readiness to question own's thoughts and behaviors • Teamwork • Curiosity and thirst for learning. • Empathy, respect, non-judgment • Confidentiality.
<p>Community Support Agent</p> 	<ul style="list-style-type: none"> • Promote community projects happening in Nunavik (e.g., through interviews, social media) • Provide support to community projects/activities happening in Nunavik • Act as a liaison between community organizers and the Health Board • Assist in the development of training and resources for community organizers • Co-animate workshops for community organizers throughout Nunavik. 	<ul style="list-style-type: none"> • Ability to communicate in Inuktitut and English • Ability to work both independently and as part of a team • Good communication skills • Basic computer skills (mainly Microsoft Word, email).