



# JOB POSTING

## **INTERNSHIP COORDINATOR**

### PIJUNNAQUNGA PROGRAM



Pijunnaqunga - which means 'I can do it' in inuktitut - is an internship program of the Kativik Regional Government coordinated by PS Jeunesse that aims to empower Inuit from Nunavik to develop their employability skills and self-confidence through training and hands-on work experience. The program offers office skills training within the Nunavik communities as well as paid internships in Nunavik organizations with mentoring support, demanding from the Pijunnaqunga team flexibility and multiple travels to the Nunavik region. For 2024-2025, new services will be offered as part of pilot projects, with possibility of extension, offering job placement opportunities to the candidates to whom we are not able to offer an internship, as well as job integration services for new employees offering customized training and socio-professional support in order to increase job retention rates within Nunavik organizations.

#### **Work condition:**

- ✓ Permanent / Full-time 35 hours per week
- ✓ Competitive salary of \$35/hour
- ✓ Office in Verdun (Montreal)
- ✓ Frequent travels to Nunavik
- ✓ Remote work policy
- ✓ Collective insurance
- ✓ Group retirement savings
- ✓ 12 sick days per year

#### **About the position:**

Reporting to the Team leader, the Internship coordinator is responsible for the smooth functioning of internships, notably by providing counselling to the participants and support to the mentors, while working in close collaboration with the partners, PS Jeunesse, Pijunnaqunga's Steering Committee and the Pijunnaqunga team.

#### **Main responsibilities:**

- Participate in the identification and definition of the internships;
- Coordinate and give training for mentors as well as finding innovative way to contribute to their recruitment;
- Prepare mentors for the integration and professional development of an intern;
- Organize the integration of interns into their internships;
- Conduct regular follow-ups with mentors and interns, including weekly learning objectives and evaluations;
- Offer continuous support to mentors and interns alike throughout the internship;
- Establish and maintain honest, effective and respectful communication between interns and their mentors;
- Quickly react to difficult situations experienced by interns and/or mentors and identify solutions;
- Participate in the development, organization and animation of the training (workshops, activities, evaluations, etc.);
- Ensure appropriate matching of candidate's interests with available internships;
- Provide counselling to the potential candidates and selected interns;
- Assist with the Pijunnaqunga activities logistics (accommodations, transportation, etc.);
- Ensure regular follow-ups with the team leader, the recruitment coordinator and the community liaison officer;
- Perform any other related duties requested by the management.

#### **Characteristics sought:**

- Experience with facilitating groups, delivering personal counselling and with mentoring relationships;
- Autonomous and capacity to manage unexpected situations;
- Solution-oriented, creative person with problem-solving and interpersonal skills;
- Ability to work in a team setting;
- Availability to travel regularly to Nunavik communities and work flexible hours;

**Requirements:**

- Undergraduate diploma in a relevant field, or a combination of studies and relevant experience;
- Work experience in multicultural settings (especially in indigenous and northern communities);
- Bilingualism: spoken and written English and French is required (knowledge of Inuktitut is an asset).

**Application deadline:** May 17, 2024

**Start date:** As soon as possible

PS Jeunesse is an employability non-profit organization that supports employment equity. We value diversity and encourage members of minorities, indigenous people and women to apply this position. Submit your résumé and letter of interest to Isabelle Picard by email at [ipicard@psjeunesse.org](mailto:ipicard@psjeunesse.org)

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