

# JOB POSTING

Project Support Officer – Summer Student

Candidates **MUST** be of Inuit ancestry, under the age of 30, and returning to full time study in September 2019

Application deadline: May 1, 2019

Term: June 2, 2019 until August 30, 2019

## Job Summary

The Project Support Officer will provide support to the three Program Departments. These departments – Health, Violence and Abuse Prevention, and Social and Economic Development – are working on developing and implementing diverse national Inuit-specific programs. The successful candidate will have a passion for Inuit women's rights and wellbeing, a combination of relevant personal and professional experience, knowledge, education and a keen interest in learning. The candidate selected will be required to work independently and as part of a team and possess strong administrative and organization skills. Project coordination activities and other duties will be assigned by Managers and Project Coordinators.

# Competencies

- Attention to detail Attends to details; pursues quality in completing tasks; manages competing priorities
- Communication Expresses and shares information (verbally and written) with consistency and clarity
- Organization Able to keep physical and digital work organized
- Ownership Takes pride in work done; understands role within the organization overall; ensures deadlines are met and work is accurate and complete
- Professionalism Demonstrates professional standards of conduct in a business environment
- Resourceful Adapts to difficult or demanding situations; solves problems (with the support of Department Managers and Project Coordinators)
- Time management Balances a combination of tasks; prioritizes duties as needed
- Confidentiality Maintains a high level of confidentiality and sensitivity in all interactions

#### Duties

- Prepare and review documents such as letters, invoices, presentations, publications, and reports
- Coordinate and collaborate with colleagues on logistics for things such as meetings, seminars, workshops, special projects, events, and project content and development
- Organize, maintain, and coordinate office records, correspondence, invoices, receipts and other documents

- Photocopy, scan and organize documents for distribution, mailing, binding, and filing
- Prepare travel schedules, book travel arrangements, and make reservations as needed
- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders
- Assist with completion of administration duties such as: timesheets; report writing; trip reports; meeting minutes/reports; and any daily logs as needed

#### Skills

- Ability to effectively communicate verbally and in writing in English
- Ability to effectively communicate verbally and in writing in Inuktitut is a strong asset
- Ability to adapt to new technology and a learning environment
- Ability to work collaboratively with people in a sensitive, tactful, diplomatic, and professional manner
- Ability to prioritize and manage conflicting demands
- Ability to work individually as well as part of a team
- Proficient in Microsoft Office programs (Outlook, Word, Excel, and PowerPoint)
- Understanding of general office procedures and filing systems

## Work Conditions

- Full-time (35 hours per week)
- \$17.00 per hour
- Reports to the Managers of Health, Violence & Abuse Prevention, or Socioeconomic Development departments in collaboration with the Director of Programs
- Work to be conducted in a busy office environment with frequent interruptions
- Operation of a desktop computer and Microsoft Office
- Extended periods of sitting
- Potentially working with sensitive subjects

This is an excellent opportunity for Inuit youth to gain experience and build or grow a professional network while contributing to the social, cultural, political and economic betterment of Inuit women, their families and communities. We offer a collaborative and culturally respectful work environment and encourage learning and skill development through experience. To learn more about us, please visit our website at www.pauktuutit.ca.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

# To apply, send a résumé and cover letter by May 01, 2019 by email to

Shauna Marie-Young, Director of Programs syoung@pauktuutit.ca

