

- 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

