

Services de santé de Chapleau Health Services in collaboration with Maison Boreal Home is currently seeking qualified candidates for the following position:

1 YEAR FULL-TIME INTERN PROJECT COORDINATOR
\$25 per hour

Job Description

The Project Coordinator Intern will support the Maison Boreal Home and Services de santé de Chapleau Health Services to achieve specific organizational goals. This is a one year, full-time intern position.

Duties

- Know and be familiar with the MBH mission
- Research the stages of work already started and successfully complete for MBH
- Maintain close ties with governmental organizations responsible for the grant projects necessary to achieve final goal
- Take all necessary steps to advance the construction project within the year
- Maintain ongoing contact with the municipality to obtain all permits, if necessary, and any other tasks related to the construction
- Search and obtain quotes for a developer
- Keep in contact with surveyors
- Make presentations
- Assist with MBH meetings
- Develop and update MBH website, Facebook page and other social media platforms in the two official languages

Qualifications

- Ability to understand both written and verbal instructions
- Strong communication and advocacy skills
- Good interpersonal skills
- Possess organization and time management skills
- Must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate
- Must be 18 years of age or older and must be legally eligible to work in Canada
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed
- French Language Service Designation: Bilingualism, English and French, is required. In accordance with the French Language Services Plan, if no bilingual candidates (both internal and external) meet the qualifications, unilingual candidates may be considered

For the Workforce Development Stream.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Interested applicants may submit resumes to:

Human Resources
Services de santé de Chapleau Health Services
6 Broomhead Road, P.O. Box 757
Chapleau, Ontario P0M 1K0
Tel: (705) 864-1520 ext.3061, Email: chapleuhr@sschs.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. All applications will be held strictly confidential.

Please advise Human Resources if you require accommodation in accordance with the Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate.

