

# **DFO-KMK NS Mi'kmaq Internship Program**

## **CANDIDATE CREDENTIALS**

Students must meet the following criteria in order to be considered for a placement within the Internship Program:

- Are a Mi'kmaq of Nova Scotia community member able to work in Dartmouth, Yarmouth, or Sydney, Nova Scotia.
- Are currently attending a recognized post-secondary program or graduating high school, and are enrolling or are enrolled in a recognized university or college program for the 2023-2024 academic year.
- Have experience using computer software programs, including, but not limited to: virtual meeting software, email, internet, Microsoft suite of programs (i.e., Word, Excel, Powerpoint).
- Have strong written and oral communication skills, with the ability to communicate effectively with colleagues, supervisors and the general public in a professional manner. Applicants must demonstrate that they are able to effectively share, understand, and respond to information and the viewpoints of others.
- Have the ability to produce clear and concise written material, such as emails, reports and other formal documentation.
- Are able to work effectively with a team, and have strong collaboration skills.
- Can demonstrate initiative and the ability to thrive in new and changing work environments and situations. Applicants must have a desire to learn and grow through identified strengths and through the learning goals that will be set.
- Are able to set priorities and work within assigned timelines/goals/deadlines.
- Are able to analyze materials, situations, and/or problems and arrive at logical outcomes, and have the ability to provide advice to colleagues and management when appropriate.
- Are keen to learn from hands-on experiences, and through feedback.
- Are willing to travel to one of the DFO-Maritimes office locations—Dartmouth, Sydney, or Yarmouth—or to other approved locations. Due to the COVID-19 pandemic, current exceptions will likely apply, and will be discussed further with successful applicants.