



EMPLOYMENT OPPORTUNITY

DIGITAL RECORDS & INFORMATION MANAGEMENT INTERN

(52-week paid internship)

As part of our strategic modernization initiative, we are seeking a motivated and detail-oriented **Digital Records & Information Management Intern** to help lead the transition to more efficient digital information management systems.

About the Internship

This is an exciting opportunity for a recent graduate or emerging professional interested in digital records management, information governance, business process improvement, and organizational modernization.

Working closely with the Executive Director, the successful candidate will gain practical experience implementing digital filing systems, supporting Microsoft 365 technologies, improving information workflows, and helping modernize organizational operations.

Key Responsibilities:

- Review existing records management and document storage practices to identify opportunities for improvement.
- Develop and implement standardized digital filing structures, naming conventions, and document organization systems.
- Digitize and securely organize paper records while maintaining confidentiality and compliance with privacy requirements.
- Configure and organize documents within Microsoft 365, including SharePoint, Teams, and OneDrive.
- Improve document accessibility, version control, and collaboration across departments.
- Create user guides, procedures, and documentation to support long-term sustainability of digital systems.
- Analyze existing workflows and recommend practical process improvements.
- Assist staff with adopting digital records management best practices.
- Monitor project progress and prepare reports on digitization milestones and modernization initiatives.

We're looking for someone who has:

- A post-secondary diploma or degree in one of the following (or a related field):
 - Information Management
 - Library and Information Studies
 - Business Administration
 - Office Administration
 - Information Technology
 - Computer Science
 - Public Administration
 - Records Management
- Strong organizational and analytical skills.
- Excellent attention to detail.
- Strong written and verbal communication skills.
- Experience using Microsoft Office applications (Word, Excel, Outlook).
- Experience with Microsoft 365, SharePoint, Teams, or OneDrive is considered an asset.
- Ability to manage multiple priorities and work independently.
- Commitment to maintaining confidentiality and handling sensitive information responsibly.



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What We Offer:

- Competitive wage of **\$25.00 per hour**
- 37.5-hour work week
- One-on-one mentoring from the Executive Director
- Meaningful, hands-on project experience
- Professional development opportunities
- A collaborative and supportive workplace
- Experience that is highly transferable to nonprofit organizations, healthcare, municipal government, education, and other public sector employers

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>



Please submit a resume and covering letter outlining your interest in the position and relevant experience to humanresources@avenueii.com

We thank all applicants for their interest. Only those selected for an interview will be contacted.