

The Pictou Antigonish Regional Library is
now accepting applications for the following position:

Technology Trainer

Location: Westville

Proposed Start Date: October 6, 2020

Temporary, part-time (20 hours per week for 14 weeks)

Introduction: Working under the direction of the Community Technology Manager, as well as the Branch Assistant, your job will be to develop resources for training community members in the use of tablets, computers and other Internet connected devices and the delivery of related workshops and information in a safe, socially distanced manner to individuals. We are looking for someone who is highly motivated, a team player and is willing to travel to various locations.

Duties and Responsibilities:

- Review and update previously created training materials in order to ensure they are relevant.
- Develop lessons based on need identified in the community.
- Create promotional materials
- Assist with video recording and editing
- Technical assistance for programs using various platforms such as Zoom
- Create handouts and cheat sheets for tablets, laptops and mobile devices
- Other duties as identified as project moves forward

Qualifications:

- Due to funding criteria, you must be a full time student in an accredited post secondary institution
- Be a Canadian citizen, a permanent resident, or a person who has refugee protection has been conferred under the Immigrations and Refugee Protection Act
- A successful RCMP Criminal Records Check
- A valid driver's license and access to reliable transportation (proof of insurance required)

Criteria & Skills:

- Must be familiar with and have a working knowledge of hardware like laptops, tablets and smartphones and software like Windows, Android and iOS and Microsoft Office
- Must be familiar with video recording and editing
- Ability to work independently with little supervision
- Effective communicator with strong interpersonal skills and written communication
- Demonstrated experience in dealing with the public and community organizations

Please submit resume with cover letter clearly outlining the qualifications and skills you have that match what is outlined above by September 21st:

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Only those selected for an interview will be contacted.