

**Digital Literacy Trainer**  
**@NS**

**Location:** Westville and Trenton libraries

**Proposed Start Date:** June 26, 2023

**Pay Rate:** \$15/hr

**Work Term:** 35 hours for 8 weeks

**Introduction:** Working under the direction of the Community Technology Manager and Executive Director of @NS, your job will be to help members of the public learn to use computer hardware and software components, this includes navigating the internet, learning to use certain types of software, email, social media and learning to use new hardware like tablets and smartphones in group or one-to-one sessions. We are looking for someone who is highly motivated, a self-starter and a team player.

**Duties and Responsibilities:**

- Review and update previously created training materials to ensure they are relevant.
- Develop and deliver lessons, both group and one-on-one, based on needs identified in the community.
- Determine what resources are needed for training. Create promotional materials (Flyers, posters, online ads, etc). Create handouts and cheat sheets for tablets, laptops, mobile devices, software, etc.
- In some Community Technology sites (where the technology exists), demonstrate to the public how to use 3D printers, Lego Robotix, Makey Makey and other specialized pieces of technology.
- Explore new technologies acquired by sites and determine how they can be best used.
- Collect and digitize historical materials for the Novastory.ca website.
- To work with traditionally marginalized groups, such as people with disabilities, immigrants and refugees, Indigenous people, members of visible minorities, individuals facing homelessness, children and youth, those with employment barriers, seniors, the LGBTQ community and girls and women to encourage STEM use and to provide support with the navigation of the many resources on the Internet that may help alleviate their plight and increase their interest in technology. Many in marginalized groups traditionally seek out community technology sites as a safe space and a space where they can use resources for free that they may not be able to access otherwise.

**Qualifications:**

- This is a Service Canada youth grant, applicants must meet the requirements as outlined under the Canadian Youth Employment Skills Strategy.
- Be a Canadian citizen, a permanent resident, or a person who has refugee protection which has been conferred under the Immigrations and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- A successful RCMP Criminal Records Check
- A valid driver's license and/or access to reliable transportation to travel to both branches on a regular schedule.

**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 Google Suite.
- Ability to work independently with little supervision
- Comfortable delivering programs to all ages, from small children to seniors
- Ability to meet strict deadlines
- Effective Communicator with strong interpersonal skills and written communication
- Demonstrated experience in dealing with the public and community organizations
- Strong organizational and leadership skills
- Willingness to work evenings and weekends

Please submit resume with cover letter clearly outlining the qualifications and skills you have that match what is outlined above via email to Melanie Pauls  
mpauls@parl.ns.a

Deadline for applications is June 13<sup>th</sup>, 2023. We thank all applicants for their interest; however, only those selected for an interview will be contacted.