

Digital Literacy Trainer – Service Canada Summer Youth Position

Location: New Glasgow

Proposed Start Date: June 20, 2022

Work Term: 35 hours/week for 10 weeks

Introduction: Working under the direction of the New Glasgow Branch Assistant in Charge and Executive Director of @NS, your job will be to help members of the public learn to use computer hardware and software components.

Duties and Responsibilities:

- Review and update previously created training materials in order 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 Develop PowerPoint presentation(s) as required Create promotional materials (Flyers, posters, online ads, etc). Create handouts and cheat sheets for tablets, laptops, mobile devices, software, etc.
- Create a form to collect as many statistics as possible. Respond to trends discovered in exit interviews and the local community.
- Liaise with the local business community and provide social media training for business owners.
- Explore new technologies acquired by sites and determine how they can be best used.
- To work with traditionally marginalized groups, such as people with disabilities, immigrants and refugees, indigenous people, members of visible minorities, the homeless, 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:

- be between 15 and 30 years of age at the start of the employment
- 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

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
- Ability to work independently with little supervision
- Strong organizational and leadership skills
- Willingness to work evenings and weekends

Please send resume and cover letter to:

mpauls@parl.ns.ca