



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

JOB INFORMATION

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|-------------------------|--|
| Position Title: | Professional Intern - Digital Skills Project |
| Reports to: | incubator13 project officer |
| Job Type: | 12 weeks- short term contract, part-time (25 hours/week) |
| Training period: | May 25 st to June 11 th |
| Start date: | June 14 th , 2021 |
| End date: | Sept 3 rd , 2021 |
| Wage: | \$18/hour |
| Reference # | 2021-IC-01 |

JOB SUMMARY

Under the supervision of the incubator13 project officer(s)/agent(s) de project, the Digital Skills project intern will establish and operate the youth online training project on coding, programming and web development, workshops and our digital skills portfolio. The intern will support the participants, (aged 10 to 17 years old) individually. The intern will also write and host bi-monthly interactive trainings for the participants. The project intern will track participant's progress, participation and develop activity report.

As a Digital Skills project Intern, you will gain training, on project management, business operations, social media and web development, and knowledge of community development principles.

ELIGIBILITY CRITERIA

You can apply if you meet the following criteria to become a participant of the Youth Job Connection – CORE program hosted by the Youth Service Bureau:

- ✓ Be between the ages of 18 and 29 years old;
- ✓ Be unemployed
- ✓ Be a resident of Ontario and eligible to work
- ✓ Not enrolled in full-time education or training
- ✓ Canadian citizen, permanent resident or a newcomer with a work permit (without restrictions);
- ✓ Not have an active service plan with another Employment Ontario service provider
- ✓ Provide a Police Check
- ✓ Have a registered Social Insurance Number (SIN).

PRIMARY DUTIES & RESPONSIBILITIES

A. Manage the training project

- Promote the project to various partners and individuals
- Register the participants
- Follow the progress of the youth online
- Develop and run bi-monthly trainings with the participant
- Share additional resources to participants
- Deliver workshops on digital skills

B. Support participants

- Connect with participants via online tools, when they request it
- Answer emails and inquires of the participants and their legal guardian/parent
- Run participative meetings with participants

- Create and regulate the cohort social media pages
- Publish relevant and informative content of the course and group activities on the cohort social media pages and sharing software

C. Other duties

- Learn how to use the online training platform
- Support other incubator13 projects
- Other tasks related to the field of work in coordination with the supervision

JOB REQUIREMENTS

Must have

- High school diploma and/or college/university degree
- Relevant experience in coding, programming, web development and or marketing
- Knowledge of MS Office package and online platforms for meetings

Desirable

- Post-secondary degree in a relevant field
- Project management experience
- Clear understanding of issues of poverty, diversity and marginalization
- Experience working with children and youth

B. Competencies:

- Ability to work flexible hours,
- Fluency in English is required; bilingualism an asset
- Ability and willingness to:
 - Be helpful, respectful, approachable and team-oriented (Collegiality)
 - Take ownership of work, do what is needed, follow through (Initiative)
 - Plan ahead, manage time well, be on time, be cost conscious, think of better ways to do things (Efficiency)
 - Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

Apply

Please send your **resume, cover letter, mentioning the position title** by May 9th, 2021 at <https://form.jotform.com/203225270902243>. For any additional information, please send us an email to the attention of Camila Pastran (camila.pastran@crcrr.org). We thank all the candidates for their interest; however, only selected candidates for an interview will be contacted.