

Digital Literacy Intern

Job type: paid internship, full time (37.5 hours a week)

Compensation: \$23 per hour

Approximate duration: 4 months

Number of positions: 2

Reporting to the Executive Director, the Digital Literacy Intern will be given the opportunity to enhance their digital skills and employability by developing the expertise and competencies necessary to actively participate in the digital economy.

Responsibilities may include:

- Training and IT support in diagnosing systems, network set-up installation and device use, either in person (when and where possible), over the phone, or via web-based applications, such as email and chat systems;
- Community outreach, engaging with other learners and community members using the services of the Yukon Learn Society;
- Supporting the development of marketing and communications material and content for campaigns, brochures, posters and social media platforms, etc.;
- Digital learning support, helping members develop and practice their digital skills.

Experience and Assets

- IT related experience in areas such as configuring and diagnosing operating systems and network set-up and installation;
- Experience with social media platforms;
- A strong desire to engage with the Yukon community and NGOs;
- Photoshop and video editing skills considered an asset;
- Multilingualism is considered an asset.

Requirements

To be eligible for this Internship, applicant must be:

- Between 15 and 30 years old;
- Canadian citizens, permanent residents or a person who has been granted refugee status in Canada;
- Legally entitled to work in Canada;
- Not currently receiving Employment Insurance (EI) benefits.

The Yukon Learn Society is committed to building a skilled, diverse workforce reflective of our Yukon community. As a result, we promote employment equity and encourage candidates to indicate voluntarily on their application if they identify as BIPOC (Black, Indigenous, or People of Colour), a woman, or a person with a disability. Yukon Learn is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a

job opportunity, you should advise the organization's representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Closing date: Wednesday, October 21 at 5 PM PDT

Application instructions:

Send your cover letter and resume to Julie Anne Ames via email at Julie.Anne.Ames@yukonlearn.com.