



SUMMER EMPLOYMENT OPPORTUNITY: Digital Literacy Trainer

FUNDED BY: @NS

LOCATION: SMB Community Enterprise Centre, Suite 1 - 5229 St. Margaret's Bay Road, Upper Tantallon, NS, B3Z 4R5

EMPLOYMENT PERIOD: July 7 to August 29, 2025

HOURS OF WORK: 09:00 to 16:00

RATE OF PAY: \$16.50/hour

WORK TERM: 35 hours/week for 8 weeks (280 hours total)

INTRODUCTION: Working under the general direction of the CEC Volunteer Administrator, 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 (eg: Microsoft Office), 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 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 an exit survey for one-on-one and group sessions to ensure numbers and types of learning are being tracked.
- 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 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
- Hold a valid driver's license and/or have access to reliable transportation

CRITERIA & SKILLS:

- Must be familiar with and have a working knowledge of hardware like laptops, tablets and smartphones and software such as Windows, Android and iOS, and Microsoft Office
- 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 a cover letter clearly outlining the qualifications and skills you have that match those outlined above, via email to admin@smbcec.org or in person to: SMB Community Enterprise Centre, Suite 1 - 5229 St. Margaret's Bay Road

Upper Tantallon, NS, B3Z 4R5, Attn: Suzanne Pelham.

The deadline for applications is June 13, 2025. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

