Position Title: YI Youth Intern (Termed Position till March 29th, 2013)

Project Description: The Youth Internships (YI) at community access sites helps Canada to achieve social, educational and economic benefits associated with the expanded use of information technologies. YI is part of the Canada Youth Employment Strategy, with Information and Communication Technologies (ICT)-related not-for-profit organizations providing job opportunities for young Canadians.

Requirements: The YI Youth Intern will be required to have a good command of computers and the Internet, some knowledge of software and hardware set-up. In addition, HTML and web design skills will be an asset. It is expected of the youth intern to be enthusiastic and creative, with excellent communication skills, and with an interest in community development.

The Youth Intern is hired under the Career Focus Stream, and must be:
- Between the age of 15 to 30; and
- A Canadian Citizen, or a permanent resident and legally entitled to work in Canada; and
- Must be a high school graduate who has some post-secondary education; and
- Youth cannot collect Employment Insurance benefits during their internship
- Priority will be given to youth facing employment barriers, especially persons with disabilities

Roles of Youth Intern:

1. Assisting to Promote and Create Awareness of the RCD (Internship Hosting Organization)
   - Informing a broad range of community members about RCD
   - Helping in developing publicity and promotional materials
   - Assisting information sessions and other promotional events

2. Training
   - Assisting the general public and target groups on basic computer & Internet use
   - Training and supporting community members on the use of assistive technologies
   - Assisting in the delivery of workshops geared at specific topics of interest

3. Technical Support
   - Setting up and/or maintaining hardware and software
   - Assisting with network troubleshooting
4. Administration
   - Maintaining records for the RCD Computer Access Point (CAP)
   - Assisting in the operation of the CAP such as booking and supervision of the computer stations during community drop in time
   - Completing necessary documentations and reports for the YI Project

**Start Date:** August 2012

**Confirmed End Date:** March 29th, 2013

**Employment Terms:** Part Time (12 to 20 hours per week)

**Total Number of Position:** 2

**Salary & Benefits:**
   - Hourly rate of $10.25
   - Basic BC Employment Standards

**Application Deadline:** July 31st, 2012

**How to Apply:**

If you are interested in this position, please apply in writing with a resume and cover letter to Viet Vu, IL Program Director, RCD (100-5671 No. 3 Road, Richmond, BC V6X 2C7) or email: viet@rcdrichmond.org. For enquiry, call 604-232-2404.

We thank all applicants; however, only those selected for an interview will be contacted. The RCD is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including persons with disabilities, members of visible minorities and aboriginal peoples.