

Youth Intern– Neil Squire Society

Student will work directly with people with disabilities in our classroom and programming. They will support the delivery of programs focused on computer skills, digital literacy, assistive technology and adaptive access, wellness and healthy living lessons, and employment and career development activities.

Duties:

- Assist participants with computer learning and career development activities;
- Assist in training and supporting clients on using assistive technology for educational and job-related purposes.
- Answer participant's questions as needed; Review covered material regularly;
- Monitor participant's progress and inform program coordinator/instructor;
- Support program and organization communications by writing success stories, articles and communicating with external stakeholders.
- Report to and maintain regular communication with the Program Coordinator, including a monthly report of activities.
- Report all difficulties to the Program Coordinator and program staff.
- Assist with administrative duties, communications and office maintenance.
- Perform additional duties as may be assigned. Own transportation and valid driver's license is an asset.

Neil Squire acknowledges the land on which services are provided is the traditional, ancestral, and unceded territory of the Syilx People. In partnership; employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

Closing date: January 2, 2023

As Neil Squire Society mission is to empower people with disabilities, we prioritize the applications of people with disabilities to fulfil open employment opportunities.

Wage – 20.00 per hour

20 hours per week between m- f and 9-5pm (flexibility may be needed week to week)

Based upon approval of funds – start date TBA, *interview list is being developed now*
You may send letter of intent and resume to Mindy at mindyr@neilsquire.ca