

Job Title: Adaptive Technology Youth Internship Coordinator

Empower, the Disability Resource Centre, is an organization committed to providing supports, resources, and opportunities for empowerment, which enable persons with disabilities to make informed choices about their lives. At Empower, we break barriers every day. Barriers to access. To knowledge. To choices. Anyone with a disability can use our services. Empower is a vital part of our community, and the need for our services is growing.

We have partnered with Neil Squire Society and we are looking for an Adaptive Technology Intern.

Job Overview:

The Youth Internship Coordinator will assist in delivering a government-funded Youth Internship (YI) program connecting youth interns to non-profit organizations across Canada. The successful applicant will work with the Youth Internship Project Managers to ensure the operation of the Youth Internship program runs smoothly.

Empower and Neil Squire Society are equal opportunity employers. Preference will be given to a qualified person with a disability.

Duties:

- Assist Youth Internship Project Managers with project management.
- Correspond with youth interns and their managers.
- Investigate and resolve issues relating to youth interns, such as pay issues.
- Prepare program reports and develop program metrics.
- Manage online orientation sessions for new interns.
- Keep track of youth interns' project progress.
- Collate youth interns' monthly reports.

- Coordinate ongoing training and development.

Any other tasks as necessary

Knowledge and Skill:

- Applicants will be self-motivated and creative.
- Experience in coordinating youth programs or events is an asset.
- Good organizational and Program Management skills.
- Strong written and verbal communication, and interpersonal skills.
- Self-starter, able to operate independently and solve problems.
- Prior knowledge of adaptive technology is an asset.
- Good familiarity with Windows, Office (Word, Excel, PowerPoint), and internet technologies as well as a demonstrated ability to learn and use a variety of software applications.
- Knowledge of youth development strategies a plus.
- Prior mentoring and/or tutoring role a plus.

Eligibility for Position:

As funding is partially provided through Innovation Science and Economic Development (ISED), the successful candidate must be:

- Youth must be between the ages of 15 to 30 (inclusive).
- Youth must be a Canadian citizen, or a permanent resident, or legally entitled to work in Canada.
- Persons who are family members of employees of the intern host organization are not eligible.
- Youth cannot collect Employment Insurance benefits during their internship.
- Must have completed at least 1 course at college or university.

Hours: 37.5 hours/week

Salary: \$17.50/hour

Internship Duration: 810 hours

Working Location:

Empower, the Disability Resource Centre

4 Escasoni Place

St. John's, NL A1A 3R6

Please send your resume and cover letter to

Penny Abbott - internships@empowernl.ca – **with the subject line : Internship – Youth Coordinator**

Application Deadline: October 1, 2016