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JOB POSTING

PART-TIME PROGRAM ASSISTANT – Pathways to Digital Access and Education Program

The Burnaby Neighbourhood House, a community based social service agency is currently seeking a part-time program assistant to join our team to expand digital literacy knowledge and internet access with underrepresented individuals in Burnaby. The Digital Literacy program assistant will support and work with a team of volunteers and peer digital educators to set up computer workshops, on site drop-ins, and mobile computer cafes that provide one- to- one learning support to address individualized learning needs.

Key Responsibilities and Duties:

- Promote Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas
- Support the digital learning needs and access to internet of under-represented individuals
- Support the successful delivery of computer training workshops to adults in EAL classes, seniors and parent groups, and other individuals in the community.
- Support the training and on-going supervision of volunteers within the mobile and on-site digital cafes.
- Work with community partner agencies to set up mobile café sites at varying locations.
- Transport devices (Laptops/ I-pads) to offsite locations and set up the technology for mobile Cafes
- Track client participation numbers and other stats required for evaluation purposes and for reporting out to funder.
- Liaise with Program Coordinator to achieve project outcomes
- Perform other duties as required

Qualifications:

- Certificate or Diploma in computer sciences or equivalent computer experience with social media, all aspects of the internet, and MS office programs.
- Must be detail-oriented and accurate with an aptitude for working with multi-barriered participants.
- Excellent technical problem solving abilities.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent cross cultural communication skills.
- Excellent organizational skills and experience with maintaining office systems.
- Ability to work independently and as part of a team.
- Driver's license and access to a vehicle for transporting laptops /or class 4 driver's license to drive passenger van with laptops.
- Experience working in a community based organization and/or adult centred learning environment.
- Second language an asset.

Hours of Work: 20 hours per week - days per week to be determined based on program needs

Rate of Pay: \$19.20 per hour starting wage plus benefits

Email address: simoneg@burnabynh.ca

Deadline: **Friday, Jan 18, 2019**

Thank you for your interest in this position, however, only short listed candidates will be contacted.