



JOB OFFER

Position : Youth Intern

Saskatchewan Youth Initiative Program SASK-YI

Employer : l'Association Fransaskoise de Zenon Park Inc.

Location: *Zenon Park (Saskatchewan)*

Detail(s): 560 hour contract ending Mars 28th, 2015

Salary : \$12.00 /hr.

Apply by : Oct. 17th, 2014

How to apply : Forward your resume to Marguerite Tkachuk, by E-mail: afzp@sasktel.net
by Fax:: 306-767-2425, by mail to AFZP, Box 68, Zenon Park (Sk) S0E 1W0 or in person at
755 Main St. Zenon Park. Ph: 306-767-2203

Eligibility & Skills

- Candidate must be between 16 and 30 years of age
- Candidate must be returning to school after completing the internship, or must have some post-secondary education
- Candidate must be legally entitled to work in Canada
- Be enthusiastic and be able to work independently or in a group setting
- Have strong communication and client service skills
- Working knowledge of Adobe Creative Suite 5.5 preferable but willing to train
- Knowledge of computer software programs & Internet
- **Language skills :** Bilingual (English & French) Must be able to communicate orally and read in French.

Description

- Organise and offer basic computer training for the community
- Promote training sessions, Internet use and host organisation
- Provide technical support
- Create posters, pamphlets and other publicity as needed by the community
- Maintain & update AFZP Web site and FaceBook
- Update French version of Zenon Park Web site
- Page set up of community newsletter (Bonjour Zenon Park) & other documents
- Provide customer service
- Assist with everyday activities and administration