

Youth Internship at Community Links/Recreation Nova Scotia

Community Links is a Provincial Registered Charity that promotes healthy, age-friendly communities and quality of life for Nova Scotia seniors through community development and volunteer action. www.nscommunitylinks.ca. Recreation Nova Scotia is a not for profit organization dedicated to building and sustaining active healthy lifestyles and communities in Nova Scotia. We exist to lead, inspire and support Nova Scotians towards healthier futures through recreation experiences.

This position will be shared between our two organizations, with supervision and accountability to Community Links as lead organization. You will work on team based, committee based projects. You will always have an experienced staff person to call upon and guide you when needed. If you like an upbeat, busy environment and the chance to network across the generations, this position is for you.

Community Links/RNS is looking for a Youth Intern for technology projects. Salary is \$12 per hour for 35 hours per week for 12 weeks starting early January 2012.

Applicants must be:

- between the age of 15 to 30
- a Canadian citizen, or a permanent resident and legally entitled to work in Canada
- a youth who has completed at least one university/post secondary course OR a student planning to return to full-time studies after the internship is completed
- not in receipt of Employment Insurance (EI) benefits

Position Duties:

- Assist Community Links in website improvements and exploring social media options such as Facebook/Twitter
- Assist with data base development and on-line communications for the Atlantic Charities Learning Exchange (Community Links is Nova Scotia Partner in this project).
www.atlanticcharities.ca
- Assist with preparations for an Age Friendly Workplace Conference in to take place in February
- Assist with the coordination of the 2012 Take The Roof Off Winter community mobilization/social marketing campaign (www.taketherooffwinter.ca)
 - Updating the web site
 - Communicate with supporters via email and ebulletins
 - Write stories for website
- Supporting the Lucky Duck Campaign
 - Online research for new campaigns

- Electronic communication with stakeholder Assist with the coordination of the RNS Annual Conference (October 2012)
 - Maintenance of conference website
 - Assist with marketing of conference
- Other duties such as data entry, staff training, logistical support as required

Qualifications:

- Experience in website design and maintenance
- Excellent technology skills, including familiarity with various social media
- Experience in the production of newsletters or promotional items
- Presentation, training and facilitation skills are an asset
- Organized, reliable, outgoing, will to take initiative
- Excellent oral and written communication skills
- Works well with others in an office setting
- Word processing skills (experience with Microsoft Word, Publisher, and Access preferred) Familiarity with Adobe Creative Suite an asset

To apply, please email cover letter and CV by December 15, 2011 to:

Community Links

admin@nscommunitylinks.ca

Please put “Internship Application” in your subject line.