



Literacy:  
Learning for Life.  
L'alphabétisation,  
Une leçon pour la vie.



## Paid Internship with Frontier College in Saint John

**Position Title:** Frontier College Saint John Intern

**Workplace:** Saint John

**Duration of Employment:** September 21 to December 23, 2020

Frontier College is a national charitable literacy organization, established in 1899 on the belief that literacy is a right and has the power to change lives. We work with community agencies and volunteers to provide targeted literacy and numeracy support for the most vulnerable Canadians. Each year, over 40,000 children, youth, and adults participate in our free programs in more than 150 communities throughout the country.

In partnership with Anglophone School District-South, Frontier College will be launching literacy programs in Saint John during the 2020-2021 school year to help children succeed in school.

To that end, we are currently seeking an individual to fulfill the role of Intern in Saint John.

### Description of the responsibilities of the Intern

Reporting to the Regional Coordinator for New Brunswick, the main role of the intern is to recruit, select, help train and support volunteers who will serve as tutors in literacy programs. He or she will also help design, carry out, and evaluate literacy programs and promote the purpose of Frontier College and its activities in Saint John.

**More specifically, the intern's responsibilities include:**

#### Volunteer Management

- Coordinate the logistics of recruiting, selecting and training volunteers;
- Recruitment: prepare materials, conduct information sessions and participate in recruitment activities in the community;
- Selection: conducting interviews, checking references and criminal records of potential volunteers;
- Participate in the training of volunteers;
- Ensure good communication and follow-up mechanisms with volunteers (telephones, emails, Facebook groups, etc.);
- COVID-19. Ensure the execution of public health policies, community partners and Frontier College guidelines, regarding online and in-person tutoring;
- Update volunteer database.

### **Other related responsibilities**

- Help design, carry out and evaluate literacy programs with community partners;
- Carry out Frontier College impact assessment with learners, parents, partners, educators and volunteers;
- Promote the purpose of Frontier College and its activities in Saint John via social media (Facebook, Instagram);
- Update program database.

This job definition maybe revised in accordance to the needs of the organization and the professional development aspirations of the intern.

### **Skills and requirements**

- Be 15 to 30 years old;
- Be legally authorized to work in Canada;
- Commitment to literacy, education and community development;
- Excellent organizational skills;
- Excellent interpersonal skills;
- Sense of responsibility, autonomy, initiative;
- Be recognized for his/her dynamism, resourcefulness and ability to work in a team;
- Good adaptation capacity;
- Computer skills (Office Suite, G Suite);
- Skills in using social media (Facebook, Instagram);
- Fluency in English and French (written and oral); bilingualism an asset;
- Successful criminal record check for working with vulnerable people.

### **Working conditions**

- The intern will complete a total of 280 hours;
- About 20 hours of work per week (flexible schedule according to needs);
- Flexible schedule between September 21 and December 23, 2020;
- The hourly rate is \$ 15 per hour.

Interested candidates are invited to email a résumé and covering letter to: Johnny St-Onge, Regional Coordinator for New Brunswick, [jst-onge@frontiercollege.ca](mailto:jst-onge@frontiercollege.ca)

You will be contacted if you are selected for an interview.

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation. We invite applicants to request accommodation, as required, throughout the application and hiring process.