

Job Title:	Information & Communications Technology Support
Departments:	Developments and Operations
Reports to:	Operations
Duration and Hours:	Twenty-five (25) weeks; full-time at 35 hrs/week
Wage:	\$18.02/hour (includes 6% vacation pay)

PROJECT DESCRIPTION:

The Information & Communications Technical (ICT) INTERN for CMHA, Vernon will be central in assisting with the change and enhancement of technical operations and communications. Executing transition management for this dynamic project and organization, the ICT will consult with and report to the Manager of HR and Operations.

DUTIES AND RESPONSIBILITIES:

Assess, coordinate and manage projects in collaboration with project stakeholders, specifically:

- Organize transformation from physical server to cloud based 365 in collaboration with external consultant
- Coordinate staff training for technical changes in collaboration with external consultant and operations manager
- Enable branding across the organization for standardization, such as setting up templates and style guides in consultation with Communications manager
- Upgrading software onto all computers such as installing Windows 10 and Virus protection
- Trouble shoot problems such as ensuring that soft and hardware integrate for smooth transition and operation
- Monitoring and resolving other areas of risk such as security and change management
- Other related tasks and ICT duties as required

QUALIFICATIONS:

Education, Training and Experience

To be eligible for DS4Y, interns must meet the following criteria:

- Be between 15 and 30 years of age at the start of the internship
- have recently completed post-secondary studies (within 2 years prior to the start of the internship)
- Legally entitled to work in Canada
- Canadian citizen, permanent Resident or person who has been granted refugee status;
- Not in receipt of Employment Insurance during their internship; and
- self-assessed as under-employed, meaning they are employed below their level of education and/or hold part-time employments;

CMHA VERNON gratefully acknowledges the Government of Canada for its Digital Skills for Youth (DS4Y) national initiative. DS4Y is coordinated by Industry Canada through the Government of Canada's Youth Employment Strategy overseen by Innovation, Science and Economic Development Canada.



Canadian Mental
Health Association
Vernon & District
Mental health for all

**DIGITAL SKILLS FOR YOUTH
JOB DESCRIPTION & POSTING**
Job Posting ID# RF102

Skills and Abilities

- Excellent multitasking and problem solving skills with the ability to communicate effectively, in both verbal and written communication
- Highly organized and proven ability to prioritize work
- Ability to communicate effectively with diverse personnel
- Excellent critical thinking skills for problem solving

Apply to Human Resources Department with your resume and cover letter and quote job posting ID#102 to:

jobapps.vernon@cmha.bc.ca

Only those applicants short-listed will be contacted for hiring process. Applicants most qualified for project will be selected. CMHA adheres to the Province of BC Employment Standards.

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