



Manitoba First Nations

SchoolNet EMPLOYMENT OPPORTUNITY

A division of the Keewatin Tribal Council

The Manitoba First Nations SchoolNet-Youth Initiative is currently seeking energetic and enthusiastic leaders between the ages of 15 and 30 for the position of Youth Intern. The successful candidate will work to support participating organizations and schools in First Nations communities. This term position is set to begin October 2, 2023 and end on March 31, 2024 (or up to the **maximum 800 hours**).

Key Responsibilities:

- Provide training sessions to students, educators and community members
- Promote and Create awareness of the Manitoba First Nations SchoolNet Youth Initiative Program
- Offer technical support to the schools within the community served
- Web Page Support
- Required Activities for Manitoba First Nations SchoolNet Program

Successful Candidates should possess the following:

- Strong interest in Information and Communication Technology, and Community Development
- Computer knowledge (i.e., use software packages; knowledge of hardware & trouble shooting) or willingness to learn
- Strong written and verbal communication skills – ability to adapt to diverse environments and work with individuals from various age groups
- Ability to work independently as well as a member of a team
- Time management, organizational, and project management skills are essential
- Demonstrated community commitment through volunteer and other efforts

Requirements:

- Must be returning to school after internship is completed;
- Must be of First Nations descent;
- Must be willing to work on reserve;
- Must attend a mandatory training conference in November, in Winnipeg;
- Must have Grade 12 completed;
- Must be between 18 and 30 years of age;
- Must not be in receipt of Employment Insurance benefits;
- Must be legally entitled to work in Manitoba

JOB DESCRIPTION – Youth Intern

The primary purpose of this internship is to facilitate computer and Internet usage and provide support within the schools of the participating communities. The focus and degree of involvement with the listed activities will change and depend on the needs of the individual sites. Activities are as follows:

1. Provide training to students, educators and community members

- Offer ‘on the spot’ training or one-on-one training to students, educators and community members on general computer and Internet use;
- Plan and organize training sessions for specific target audiences on a regular basis (i.e.: educator’s session, student session, community at large sessions, etc.);
- Survey students, educators and community members to determine their interests for sessions to be offered;

2. Promote and Create awareness of the school computer lab and internet access

- Create posters and pamphlets;
- Organize presentations for specific target groups (i.e., educators, students, parents, chief and council, etc.) to generate interest in computers and the Internet and its impact on the school and community at large;
- Encourage local media (i.e., community newspapers, radio stations, TV stations, etc.) to run stories about activities of the school and youth intern;
- Invite community members to partake in training and open labs, etc.
- Write feature stories about the lab or community news for the First Nations SchoolNet newsletter, local paper(s), etc.

3. Offer Technical Support to Schools, Educators & Administrators within the Community

- General maintenance of site computers (i.e., anti-virus and system updates);
- Installation of software (when necessary); and,
- Troubleshooting computers and peripherals within knowledge capacity and comfort level.

4. Web Page Support

- Create web sites (HTML based or otherwise) as needed for the site and other interested individuals; and,
- Assist in maintaining and updating CAP, community or school web sites.

5. Administrative Services

- Report status of sites (i.e., contact info, equipment inventory, office closures, holidays)
- Inform community members of open labs, training, etc.; and,
- Support activities of the site and the lab (i.e., become involved in day-to-day computer lab activities; provide technical support to staff, etc.)

6. Required Activities for Manitoba First Nations SchoolNet

- Participation in orientation and skills development sessions;
- Complete reports as necessary;
- Participation in Skills Development Assessment; and,
- Celebrating Success – write a story explaining how the presence of a youth intern has influenced or benefited your school and/or community.

7. Participation in Host Organization

- Working within host organization and,
- Involvement

MFNS HR POLICIES

Wages:

- Youth intern positions have a wage of \$15.00/hour. All youth will receive 4% vacation pay (on gross amount) on every cheque.
- Manitoba First Nation SchoolNet will not cover the cost of sick days.
- Under no circumstance is there any over time to be worked; should the occasion arise the community is responsible for reimbursing the youth with appropriate compensation.
- Manitoba First Nation SchoolNet will send pay related correspondence (bi-weekly pay stubs, T4's, and ROEs (Record of Employment) to youth interns through regular mail.
- Pay will be direct deposited on a bi-weekly basis
Mandatory (paid) statutory holidays include: New Year's Day, Louis Riel Day, Canada Day, Remembrance Day, Good Friday, Labour Day, Christmas Day, Victoria Day, Thanksgiving Day, Boxing Day, Aboriginal Solidarity Day, Aboriginal Veterans Day

Lunch Hours and Breaks:

- According to the minimum labour laws in Manitoba, individuals must have an unpaid 30-minute meal break for every five (5) consecutive hours worked. Individuals working five (5) hours or less are not entitled to a break.
- The youth intern will be paid for a maximum of 8 hours per day.

Notes:

Full time youth (40/week) will receive payment for 7 hours on a statutory holiday.

- To be eligible for payment on a statutory holiday:
 - Employee must work 15 out of the 30 days prior to the statutory holiday
 - And be available to work the day before and the day after the statutory holiday in special events.