



NOHFC Intern Computer Technician & Software Instructor For Atikokan's Adult Learning Centre

Job Description:

Under the supervision of the Program Coordinator the Intern/Computer Technician & Software Instructor will:

- Install, maintain, troubleshoot, and upgrade computer hardware, software, personal computer networks, auxiliary computer equipment, and electronic mail
- Knowledgeable in all aspects of computers, and a good communicator, and proficient with common software
- Develop lesson plans and deliver computer instruction both one-on-one and in small group classes for MS Office: Excel, PowerPoint and Basic Web Design
- Provide user assistance to staff and perform related work as required
- Confidential, friendly, approachable – a *people* person

Qualifications:

Northern Ontario secondary school graduates 29 years of age or under who recently graduated from an accredited college or university. Graduates from a high school outside of Northern Ontario who have resided in the North for at least one year are also eligible. Mature graduates may be considered.

Interest and ability with computers and software and teaching combined with any of the following:

- Computer Engineering
- Electronics Engineering Technician—Computers
- Library Technician
- Bachelor of Education
- Bachelor of Arts and an interest in teaching

Expected start date: September 8, 2009

Please submit Resume and Cover Letter to:
Becky Groulx, Program Coordinator
Atikokan Literacy Inc., Adult Learning Centre
P.O. Box 2116,
Atikokan, ON P0T 1C0

Deadline for applications: August 7, 2009

THIS OPPORTUNITY IS
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