



- In conjunction with the marketing group, develop and conduct appropriate market surveys.
- Maintain all program-related equipment.
- Instruct in-house school programs.
- Other related duties as assigned.

### **QUALIFICATIONS:**

#### Knowledge and Abilities:

- Outstanding written and oral communications.
- Passion for increasing digital literacy in underserved communities.
- Strong preference will be given to candidates with background in programming, coding or digital literacy.
- Excellent group presentation skills.
- Able to instruct, organize and supervise group activities.
- Work effectively as a member of a team and independently.
- Able to use and have a technical aptitude in the use of audio-visual equipment and computers.
- Ability to lift and carry up to 50 lbs.

#### Education and Experience:

- B.Ed. – Early Childhood/Elementary/Secondary with science or digital skills specialty preferred, or appropriate related experience.
- Valid Alberta driver's license.
- Good driving record.

**Note:** A clean Police Information Check including the Vulnerable Sector and a clean Drivers Abstract are conditions of employment for successful candidates. The checks must be completed prior to commencement of work and are the financial responsibility of the candidate.

**Salary:** \$56,667.00-\$70,687.50 annually based on 2023-2024 Collective Agreement (FT160). Upon successful completion of the probationary period, the successful candidate will be eligible for benefits outlined in the Collective Agreement.

**Hours of Work:** Typically scheduled Monday to Friday, 75 hours bi-weekly with flexible hours per day/week, including early mornings, late evenings and weekends based on operational need and bookings. *This position will begin on March 1, 2025 contingent on receipt of funds in support of the program.*

**Opening Date:** January 28, 2025

**Closing Date:** February 4, 2025

**How to Apply:** [hr@twose.ca](mailto:hr@twose.ca)

**Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.**