



Youth Ambassador

Job Description

ICTC and DigitalDASH

The Information and Communications Technology Council (ICTC) is a not-for-profit national centre of expertise for the digital economy. ICTC is the trusted source for evidence-based policy advice, forward looking research, and creative capacity building programs for the digital economy.

ICTC's DigitalDASH Initiative is a program for grades 6-12 that will equip students with opportunities to participate in exploratory learning activities to open pathways towards digital careers through engaging over 5,000 students across Canada. Project funding is provided by Innovation, Science and Economic Development Canada.

The Role

We are looking for 10 provincial champions who will work within their own communities and provinces to promote our initiatives to middle and secondary school students! These superstars will shine a light on our programs such as CyberTitan, Focus on IT (FIT), Business Challenges, and Virtual Coops. If you are looking to help inspire those younger than yourself to get more digitally savvy this could be a great place for you to start!

Duties include, but are not limited to, the following:

Outreach

- Support the planning and coordination of outreach activities in your region
- Serve as a representative of our initiatives at relevant community and industry events
- Recruit a Middle School and/or a High School student in your area to join one of the two levels of a National Youth Committee
- Serve as a role model and advocate for DASH to middle and secondary school students
- Track and report engagement outcomes to ICTC staff
- Use social media to promote our programs and solicit support from your community
- Promote DigitalDASH events to your social network
- Track and measure the outcome of your initiatives

Administration

- Keep complete and accurate records of information through tracking tools

- Assist in the production and distribution of DigitalDASH promotional materials

Development of Employable Skills

This position is structured in a way that allows you to learn a number of skills. This program will provide you the opportunity to develop and practice skills in the following areas:

- Public speaking & presentation skills
- Active listening skills
- Statistic and record keeping
- Workplace etiquette skills
- Business technology proficiency
- Community engagement

Requirements:

- Must be enrolled in a Canadian post-secondary institution for the 2018/2019 academic year
- Strong knowledge of Microsoft Office Suite (Excel, Word, and PowerPoint)
- Strong Social Media presence, following, and understanding
- Work collaboratively with all types of people
- Be able to communicate effectively via email
- Must be prepared to follow through on commitments, be punctual, complete assignments, follow directions and represent both ICTC and DigitalDASH in a positive and professional manner
- Willingness to speak publicly to various people, including members of the community, local business owners, donors, politicians and community groups
- Must be willing to learn and develop new skills and accept feedback on performance
- Bilingualism considered a strong asset

Commitment

- End Date: March 31st, 2019
 - No more than 50 hours per month
 - \$22/Hour
 - Working Hours are Flexible

How to Apply

Please apply by emailing your resume and cover letter to Emlyn Nardone at e.nardone@ictc-ctic.ca

Position will remain open until filled.

All applications will be assessed by a Selection Team based on the following criteria: Education/Training, Work Experience, Technical Capabilities, Leadership Skills, Time Management, Communication Abilities, Social Media Presence, and the Enthusiasm for the job.

Only those selected for an interview will be contacted.

We believe it is important that this team represents every aspect of Canada's diverse culture. Thank you to everyone who takes the time to apply for these positions