



**This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy.**

**For more information about the DS4Y program in New Brunswick, please visit <http://www.cybernbc.ca/DS4Y>**

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**Job Type:** Internship (Full-time) - Learning Management System (LMS) Trainer, Content Loader, Web developer and Technical Support Specialist

**Eligibility:**

- Must be **fully bilingual (English / French)**.
- Must be able to complete 3 to 9 months internship.
- Must be between 15 and 30 years old (inclusively) at the beginning of the internship.
- Must possess a postsecondary degree/diploma/certification.
- Must be unemployed, underemployed, or employed part time.
- Must be a Permanent Resident or Citizen of Canada

**Internship Expected Start Date:** October 1, 2021

\*Changes in start and end dates may be discussed; training prior to starting date may be required\*

**Office Address:** 4473 Innes Rd, Suite 403C, Ottawa, Ontario K4A 1A7

**Operation Hours:** Mon-Fri 9 AM – 4 PM; Closed on Holidays.

\*Recruited INTERNS will be working remotely from home during COVID-19 circumstances until further notice\*

Franco-Expert Inc. is seeking an intern that will be carrying Web developer / Content Editor / Content loader tasks, who loves to work in Education sector. If you look forward to growing within a fast-paced Startup environment, and constantly eager to improve your professional work skills, please read on.

**About You**

A passionate and hardworking learner who likes to grow with our company and has the potential to take on additional roles and responsibilities as the business grows. You are proud of your work and being part of a team. You love solving problems and taking on challenges.

**About Franco-Expert Inc.**

[www.franco-expert.com](http://www.franco-expert.com)

Franco-Expert has developed an expertise and a reputation that place us among the leaders in the field of linguistic trainings and academic tutoring. We offer a variety of French and English learning programs available for all levels (beginner, intermediate, advanced) and in response to a wide range of needs: language courses for government servants, employees in the private sector, students (elementary, secondary, college / university), etc.

Franco-Expert and its partner are developing an e-learning platform that will be able to deliver Official Language training via a web-based Learning Management System portal which will be accessible on the public Internet by secure username and password.



**Responsibilities of the intern include, but are not limited to:**

- Load new contents into the Learning Management System (LMS)
- Train new LMS users, including experienced language teachers new to the system.
- Provide first-line technical support to all LMS users, content developers, and content loaders.
- Collaborate with developers to implement new LMS features.
- Convert video, audio, text, and graphic files into compatible formats for the LMS.
- Using user feedback to identify and correct problems with the LMS.
- Develop a new website for the school
- And any relevant tasks requested by the employer

**What Skills you have:**

- A Bachelor's degree or any relevant diploma / certificate in information technology, computer science, or a similar field.
- Ability to teach a technical application to a user one-on-one.
- Ability to troubleshoot and fix routine problems associated with online teaching/conferencing software (similar to Zoom) during class sessions.
- Experience composing and styling HTML content in French and English.
- Web application testing, troubleshooting and documentation of defects.
- Technical training and support to end users.
- Experience with a Learning Management System (LMS) as student, teacher, or developer.
- Solid understanding of web design and development principles.
- Good planning, analytical, and decision-making skills.
- A portfolio of web design and projects you have worked on.
- Critical-thinking skills.
- Flexibility in the workplace.
- Goal-orientated and deadline-driven.
- You have excellent verbal and written communication skills.
- You are tech savvy, and you have a strong understanding of technology.
- You are process driven and thoughtful.
- You have proven ability to work independently, and as part of a team.
- You have strong attention to detail.

**Contract length:** Minimum 3 months – maximum 6 months

**Full time hours:** 35 hours per week; 5 days per week

**Schedule:** Monday to Friday

**Salary :** \$20 - \$25 / hour

**We want to hear from you!** If you are confident that you would be a strong asset to our team, submit a cover letter, transcript certificate, diploma and resume today ([info@franco-expert.com](mailto:info@franco-expert.com)). We thank all applicants for their time in applying, however we will only contact those selected for an interview.