



# DIGITAL SPHERE COORDINATOR INTERNSHIP

Are you ready to be the industry leader you have been preparing to become?

Our organization tackles the messy and complex problems of our world. We steward collaborations through a systems-change perspective to transformative impact. We do this through physical and digital processes across the globe.

Now more than ever, we are exploring the question: what if conceive of digital connectivity as more than just a temporary way in which to connect with others? What physical and digital spaces can be created to explore the new world order of society? This is the emerging future of our world: we want you to help us bring it into today's reality.

If we have learned anything from this year, it is that we cannot solve our most pressing problems by doing more of the same. Our organization lives in the complex spaces between sectors. We see disruption as opportunity. You can help us with shifting uncertainty to become a catalyst.

We want you to come ready and be curious to be part of this internship experience.

You will be contributing to bringing to life a landscape that is no longer a choice between physical OR digital, involving:

- creating a comprehensive digital footprint (website/social platforms)
- digital connection management plan, maintaining content and correspondence for these digital outlets
- creating and implementing a web portal for interactivity and content repository
- exploring and implementing AI as Concierge, for rigorous and cross-sector search functions
- contributing to development of templates, content, reports, and guiding&context documents for stakeholders (such as the digital gathering navigator)
- assisting with interactive online gathering formats (branching scenario algorithms, such as h5p)
- assisting with interactive online gathering content (innovative meeting tools and app-driven interaction, such as Miro)
- providing tech assistance for online meetings and gatherings
- assisting with recording videos and uploading content
- editing recorded video into shareable content through portal and social
- corresponding with stakeholders and the general public regarding project components (fielding email, phone, online communication)
- coordinating, scheduling, communicating gatherings
- reviewing AI transcriptions for meeting minutes for accuracy and preparing briefs (written and infographic formats)
- developing formats and maintaining organization records in digital platform

In addition to the digital capacities that will be developed, the internship will also provide leadership skills of the 21st century:

- working independently as part of a collaboration engaging in digital workplace
- certification, guidance, and contributions to function with the prioritization of inclusion, diversity, equity, accessibility processes (IDEA; training in indigenous reconciliation awareness workplaces)
- participation in organizational strategic planning processes
- systems change approaches
- assisting with development and reports for grants and funding for the organization

Salary stipend, contract terms and period to be discussed with candidates.

The position is for a digital workplace and will require for the intern to work remotely. This will include providing own laptop and mobile, secure and reliable wifi, and space in which to conduct professional communications.

Work/life balance is a priority we take seriously. We want you to be your most productive self - this includes working when best suits you and your collaborators. Specific working hours are flexible to the intern's schedule (albeit providing reasonable response to external communications), and with potential for occasional evening and weekend work for special events as may arise (infrequent, and scheduled well in advance, and if in-person, within southern New Brunswick. Travel stipends provided if required).

Submit CV with cover letter - to the attention of the Founder/Director - detailing your interest in the internship, and how it will contribute to your developing skills and passions to [ampersand.stephany@gmail.com](mailto:ampersand.stephany@gmail.com).

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.

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