



FIELD AGENT (NB) – OPERATIONS AND PROJECT MONITORING

As a Youth Fusion Field Agent (NB), under the direction of the New Brunswick Director of Operations and Partnerships, your primary role is to support operations of the New Brunswick office, maintain close communication with schools to ensure effective implementation, and support ongoing delivery of Youth Fusion projects in a range of educational contexts (face-to-face, hybrid, virtual). In your role, you will ensure Youth Fusion project coordinators and programmes are well integrated into host schools and that lasting links are created between project coordinators, teachers, and administrative teams.

TERMS

- Internship: up to 30 hours per week.
- Salary: \$19.00 per hour.
- From August of the current year to March 31 of the following year.
- Location: Fredericton, New Brunswick.
- Possibility of contract extension and renewal.
- Flexible and regular schedule based on availability.

BENEFITS

- Work-life balance (teleworking, flexible schedule)
- Competitive leave of absence and vacation plan
- Cellphone allocation

SPECIFIC RESPONSIBILITIES

- Ensure the smooth running of programmes in New Brunswick schools in a variety of delivery modes (face-to-face, hybrid, virtual).
- Work in collaboration with teachers, school administration, and representatives of Youth Fusion to maximize ongoing delivery of Youth Fusion projects with students and schools.
- Supervise project coordinators and be a point of contact for the New Brunswick Director, Operations and Partnerships.

GENERAL RESPONSIBILITIES

- Participate in team meetings, professional development, and training.
- Assist in the planning, development and implementation of programming for teachers and schools.
- Assist with ongoing communication with local partners.
- Support the virtualization process and deployment of digital tools with the project coordinators.
- Maintain regular communication with the New Brunswick Director, Operations and Partnerships.
- Support planning of local events in New Brunswick (festivals, job fairs, etc.).
- Support management in writing various reports (midway progress and final reports) as required
- Commit to respecting the organizational vision and mission of Youth Fusion.
- Under the direction of the New Brunswick Director, Operations and Partnerships, represent Youth Fusion, as is needed, with school partners.
- Prepare for and participate in the year-end events to showcase student successes.

REQUIREMENTS

Academic

- Post-secondary degree, diploma, and or certification in relevant field related to and/or including education, community engagement, business, and technology.

Experience

- Experience working in project management.
- Experience working in technology and development.
- Experience working in community engagement.
- Experience working in client care service delivery.

Will be considered as an asset

- Excellent time management skills, professionalism, and ability to work in team environment.
- Community volunteer work.
- Ability to organize and facilitate activities.
- Passion for education as an agent of social change for youth.

Language(s)

- Bilingual Imperative: Strong spoken and written abilities in French and English. Although not essential, abilities in additional languages other than French and English considered an asset.

Computer Skills

- Microsoft Office Suite
- Creative Suite (Adobe)
- Website Development

Transportation

- Driver's licence and vehicle

CRIMINAL BACKGROUND CHECK

A vulnerable sector screening is required for this position. The process is subject to a confidentiality protocol between Youth Fusion and the local police.

APPLICATION

Send your resume to jrowinski@youthfusion.org. We will only contact applicants who meet our needs and criteria. Youth Fusion is an equal opportunity employer and we are happy to make any accommodations needed to ensure a comfortable interview process for all candidates. We are happy to make any accommodations needed to ensure a comfortable interview process for all candidates

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.cybernb.ca/DS4Y>