

Job Description

Job Title:

Summer Intern – Web
Developer

Reports To:

Ministry Director

Job Purpose:

The Summer intern web developer will report to and be mentored by the Ministry Director. They will work alongside Harbour colleagues to develop and manage web content and to translate content from English to Spanish. This position is seasonal.

Education & Experience:

Education/Experience

- Be between 15-30 years of age. High School diploma preferred.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- Have a valid social insurance number and are legally entitled to work in Canada.
- Being fluent in Spanish is an asset

Status:

- 35 hours per week for a total of 8 weeks at \$15/hour
- Temporary: June – August

Responsibilities:

- web content development in Spanish.
- Manage, Translate and Edit Spanish language website content
- Translation of English web articles into Spanish
- Audio and Video recording of Spanish readings
- Editing of Spanish subtitles on Youtube videos
- Development of Google Ads in Spanish for website promotion.
- Manual inspection and adjustment of Spanish Google Ads to ensure compliance
- working with xls spreadsheets for bulk import of Google Ads and Keywords
- using Trello software as a project management tool
- engage with kids during daycamp with focus on Spanish speaking community

Working Conditions:

- Establishes and maintains a positive and collaborative work environment with all staff and volunteers

Required Training & Documentation:

- Vulnerable Sector Police Screening

Skills Required

- Must possess excellent interpersonal and team building skills
- Must possess excellent communication (verbal and written) skills
- Must possess excellent planning and organizational skills
- Must possess adaptive capacity and excellent problem solving skills