

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 Farsi. 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 Farsi is an asset

Status:

- 35 hours per week for a total of 12 weeks at \$15/hour
- Temporary: June – August

Responsibilities:

- web content development in Farsi.
- Manage, Translate and Edit Farsi language website content
- Translation of English web articles into Farsi
- Audio and Video recording of Farsi readings
- Editing of Farsi subtitles on Youtube videos
- Development of Google Ads in Farsi for website promotion.
- Manual inspection and adjustment of Farsi 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 Farsi 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