



Job Position: Information Technology Technician

Summer Student Position*

Terms: June 2nd to August 29th

Salary: \$13/per hour, 37.5 hours per week

Language Requirement: English

*Must be returning to studies full time in the fall.

Tasks for the summer:

- Coordinate all the installation of a point of sale system for a thrift store.
- Set up the e-commerce portion on the website.
- Update the content on web and social media sites on an as needed basis.
- Upload information to a new website for the thrift store.
- System cleanup of all computers to ensure they are working optimally.
- Create several manuals: “how to update content on websites”; “maintenance of regular computers”; “manual of point of sale system” etc.
- Train staff as required in computer technology

Requirements:

- Understand network technologies
- Good communications skills and ability to teach people

Please forward your resume and cover letter to Johanne Gauthier, Operations Manager at the Agapè Centre by e-mail ONLY. The e-mail address is: accounts@agapecentre.ca.

DEADLINE for applications: May 9th 2014 at 4:00 p.m.