

Digital Literacy for Seniors Trainer

@NS

Location: Elmsdale Library, Lloyd E. Matheson Centre, 15 Commerce Court, Suite 100, Elmsdale, NS B2S 3K5

Proposed Start Date: Nov. 24th, 2025

Rate of Pay: \$17.25/h

Work Term: 10 hours/week and running until March 31st, 2026.

Schedule: Wednesday: 10am-3pm and Thursday: 10am-3pm

Introduction: Working under the direction of the Executive Director of @NS, as well as others in the network, your job will be to develop resources for training seniors in the use of tablets, computers and other internet connected devices and the delivery of related workshops and information in group or one-on-one sessions. We are looking for someone who is highly motivated, a team player and is willing to travel to various locations.

Duties and Responsibilities:

- Review and update previously created training materials to ensure they are relevant.
- Develop lessons, both group and one-on-one, based on need identified in the community.
- Determine what resources are needed for training
- Develop PowerPoint presentation(s) as required
- Create promotional materials
- Create handouts and cheat sheets for tablets, laptops and mobile devices
- Ensure numbers and type of learning are being tracked through exit survey
- Collect as many statistics as possible to respond to trends
- Other duties as identified as project moves forward
- Meet with @NS Executive Director (and possibly others) as required for direction and action either online or in person

Qualifications:

- High School diploma with some post secondary education
- Be a Canadian citizen, a permanent resident, or a person who has refugee protection has been conferred under the Immigrations and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations
- A successful RCMP Criminal Records Check
- A valid driver's license and access to reliable transportation (proof of insurance required)

Criteria & Skills:

- Must be familiar with and have a working knowledge of hardware like laptops, tablets and smartphones and software like Windows, Android, iOS, and Microsoft Office
- Ability to work independently with little supervision
- Ability to meet strict deadlines
- Effective Communicator with strong interpersonal skills and written communication
- Demonstrated experience in dealing with the public and community organizations
- Strong organizational and leadership skills

Please submit resume with cover letter clearly outlining the qualifications and skills you have that match what is outlined above to Melanie Good, at mgood@cehpubliclibrary.ca by November 7th, 2025 at 4:30pm. Only those selected for an interview will be contacted.