**Youth/Children Coordinator Intern**

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Skills & Experience

* Intermediate or higher skills in Microsoft Office
* Ability to take on projects in a fast-past environment
* Willingness to learn
* Experience working with children is an asset
* Completion of some post-secondary coursework in Education is an asset

Deliverables / Duties

* Organization and planning of youth/children events
* Programming development for youth/children
* Assist Program Manager/Executive Director in day to day duties

Time Commitment

Times are to be determined with the individual.