



National  
Capital  
**FreeNet**

**Libertel**  
de la Capitale  
Nationale

#### HIRING

#### Bilingual Public Education and Web Content Support

**Term:** Up to 30 hours/week, including part-time work through the Fall and early Winter  
\$16/hour

#### **About us:**

National Capital FreeNet is a local, not-for-profit alternative to commercial internet service providers. We believe that everyone in Canada's National Capital Region should have access to the internet, meaning they can afford a high-quality connection, understand how to use it, and feel safe online.

As a social enterprise, we invest in bandwidth and community services, keeping prices as low as we can while staying sustainable. We sell high speed DSL up to 50 Mbps speed with unlimited usage, offer free locally-hosted email, basic web hosting, skills workshops, and dial-up. In addition to our staff support, we have an award-winning volunteer-driven Help Desk so our members can ask questions about a range of internet and computer-related issues.

In 2016 we launched our Community Access Fund, including a low-cost unlimited usage internet package available to 32,000 Ottawa Community Housing tenants.

#### **Tasks and Responsibilities:**

Given our mandate as a social enterprise committed to ensuring universal internet access by increasing digital literacy, this position will be responsible for working on adapting existing digital literacy resources and creating new content to be used on our new front-end website launching in early July, as well as on social media.

This could include:

- ~ Writing new content for the website
- ~ Helping create an internet safety campaign for social media
- ~ Other social media content
- ~ Editing and updating older public education resources
- ~ Collecting member testimonials
- ~ Work with other staff and volunteers to promote the NCF mandate

#### **Qualifications:**

Bilingualism in French and English is required.

This position relates to careers in communications and public education, particularly those that work with marginalized groups. As such, it draws on journalism, communications and other liberal arts and social science education.

Experience in community outreach and working with volunteers are assets.

**Working environment:**

This position will work in a team with staff and volunteers, but also on their own.

**Application deadline:** Wednesday, August 19th at midnight ET.

**Eligibility:** This position is funded by the Canada Summer Jobs program of Employment and Social Development Canada.

To be considered eligible applicants must be under 30 years old at the start of the employment. This position is only available to Canadian citizens, permanent residents or refugees. You do not have to be a student to apply for this position.

**How to apply:** Please send CV and cover letter to [careers@ncf.ca](mailto:careers@ncf.ca). PDF attachments are accepted. We encourage applications from under-represented communities, including women, People of Colour, Indigenous peoples and people with disabilities.

We thank everyone for applying however only those accepted for an interview will be contacted.

No phone calls please.