

**Cumberland Business Connector  
Youth Internship Position**

**Duration:** 12 weeks, June 11 - August 31, 37.5 hours per week

**Salary:** \$13 hour

**Location:** Amherst, NS with occasional travel throughout  
Cumberland County



***Youth Interns will assist the Connector's CEO and other associates with in-house projects and administrative tasks. They will report directly to the CEO.***

**Duties:**

- Researching businesses, including calling and setting up appointments for the CEO;
- Assisting with the creation and updating of corporate documentation and data entry;
- Going on team visits to local businesses if required;
- Assisting staff in updating business database(s);
- Assisting youth entrepreneurs if required;
- Work outside regular office hours as required;
- Other duties as assigned.

**Qualifications:**

- Microsoft Office knowledge (Word and Excel especially) and general computer skills;
- Ability to follow direction and perform tasks consistently without continual supervision;
- Strong reading comprehension skills, and strong verbal and written communication skills;
- Highly organized individual with strong attention to detail including ability to proofread and edit materials;
- A valid drivers' license and access to a reliable vehicle on an occasional basis would be an asset. Mileage will be paid for business travel.

**How to Apply:**

Qualified candidates should submit their resumé in confidence by May 28th, 2018 at 4:30 PM to:

Cumberland Business Connector  
Attn: Jonathan McClelland  
5 Ratchford Street  
Amherst NS B4H 1X2

Or by email at: [contact@cumberlandbusinessconnector.ca](mailto:contact@cumberlandbusinessconnector.ca)

Applications received after the deadline will not be considered. Thank you in advance for your submission, but only those selected for an interview will be contacted.