



Job Posting

Position: Technical Support Assistant

Reports to: Executive Director

Hours: 30 hours week

Wage: \$25 hour

Contract: This is an 8-week summer role for July & August

About the Role:

Salmo Valley Youth & Community Centre is seeking a creative, energetic, and motivated youth to join our team as a Technical Support Agent. Reporting to the Executive Director, this role will support key organizational priorities including branding, website development, social media management, and the development of a communications strategy.

This is an excellent opportunity for someone with strong communication skills who is organized, self-motivated, and able to work independently.

Key Responsibilities

- Support website development and updates
- Manage and create content for social media platforms
- Maintain hardware inventory and organization
- Assist with equipment maintenance

Qualifications & Skills

- Experience with Word Press (or similar website platforms)
- Strong interpersonal, verbal, and written communication skills
- Proficiency with social media, basic design, marketing, and promotional tools
- Basic bookkeeping and record-keeping skills
- Strong time management and ability to manage multiple priorities independently
- Flexibility to work occasional evenings and weekends

Mandatory Requirements

- Current Criminal Record Check
- Must be a youth between the ages of 15-30

To Apply:

Please send your resume and a cover letter detailing your relevant experience to info@svycc.ca. Applications will be accepted until May 15, 2026.