

## Job Description

**POSITION:** Hardware Technician

**REPORTS TO:** Technical Supervisor

### Summary:

BC Technology for Learning refurbishes donated computer equipment for distribution back to BC schools and community groups. Since 1994 we have donated over 180,000 computers and supported over 600 youth in work experience opportunities.

As part of this dynamic team, hardware technicians are responsible for testing and repairing donated computer equipment, engaging in peer-learning, supporting volunteers, and finding work in the IT field. Applicants do not need to have past IT experience, but should have some in an IT related discipline and need an opportunity to close the gap between book learning and hands on experience.

This opportunity is an initiative of the **Computers for Schools Plus Program** and is a 6-month paid internship to assist youth develop their skills to find permeant employment elsewhere.

### Essential Duties and Responsibilities:

#### *Technical Skills:*

1. Troubleshoot, repair and test donated IT equipment.
2. Oversee the refurbishment and quality control of outgoing computers.
3. Refurbishing and cleaning computers, laptops, printers, servers and LCDs.

#### *People Skills:*

1. Provide technical assistance and mentorship to a diverse volunteer base in their daily activities.
2. Be able to work well in a team environment.
3. Have a good work ethic and be able to meet deadlines to high customer service levels.

#### *Other:*

1. Inventory Management skills – be organized and mindful of job processes and data management requirements.
2. Participate during inventory counts.
3. Other duties as required (weekly clean up, warehouse work, etc)

### Eligibility Requirements:

1. Between the ages of 15 and 30 years old
2. A Canadian citizen, a permanent resident or granted refugee status in Canada
3. Legally entitled to work in Canada
4. Not currently receiving Employment Insurance (EI) benefits
5. Good communication, time management, interpersonal and problem solving skills.
6. Adaptable to new people and situations.
7. Must enjoy working as a team.

#### **Salary: \$16/hour**

Resumes and a cover letter must be sent to via email to Robert Nguyen at [HR@ReuseTechBC.ca](mailto:HR@ReuseTechBC.ca)

This position is funded through EDSC's *Youth Employment Strategy*. PT or FT positions are available up to 900 hours. Interns are encouraged to accept career-related employment at any time during their work term.