

The main elements of the job ad are:

- The Job Title:
 - This is the first thing that people will see, so take this opportunity to hook them. Include a couple of things that will make the job attractive to an applicant.
- The Position Description:
 - This is where you describe the job. Keep it as simple as possible.
 - Don't ask for several years of experience, or a high level of education if it's not really required.
 - Since youth don't typically have a lot of experience, try writing your requirements with a focus on abilities rather than experience.
- An Incentive for Applying:
 - This section gives reasons why someone should apply to your job.
 - Try to think about what might make your organization special in the eyes of younger workers.
- The Company:
 - Provide information about your company and what it offers applicants.
 - Be clear about what you have to offer, like benefits, relaxed environment, telecommuting, or learning opportunities.
 - To close, include information about work locations and how to apply to the position.
- Commitment to Diversity:
 - Close your job ad by stating your commitment to diversity.
 - For example, you could say: "We are an equal opportunity employer" or "we invite youth, older workers and members of diverse groups to apply"

Tip: Post your job ad in places youth will see!

Connect with local, youth-focused organizations in your area such as schools/university/college career and co-op centres and NS Works Centres. Establish relationships with the people who run these organizations, so that when you need to hire, they can help promote your organization and job posting within their networks. It's also a good idea to advertise on social media and to contact youth in your network and ask them to promote the opportunity with their friends.

This is an example of a job ad that could be posted at university/community college career centres, NS Works Centres, and on Social Media.

Junior Technical Writer

Because you're a stickler for the details who likes working in stimulating and highly-collaborative environments.

As a Technical Writer, you'll create, edit, and maintain new and existing documentation, as well as document internal procedures to be followed for producing documentation. You'll work with considerable coordination and organization. You'll work within multiple teams and produce concurrent documentation per release schedules, and will report directly to the Director of Communications.

Quality standards matter, and you:

- Produce error-free, professional documentation
- Use an Agile software development methodology

Mandatory Requirements:

- Technical Communications diploma or equivalent
- Excellent oral and written communication skills
- Ability to write fluently and without need for extensive support or editing in areas of technical knowledge
- Ability to create any type of user information or any part of a book, including glossary, index and task-oriented reference information
- Ability to prioritize multiple tasks and work concurrently on multiple tasks
- Work well with minimal supervision

Why Choose Us?

- You strive to have your personality and skills shape the process as well as the end solution
- You want to grow, and are actively looking for opportunities to learn new skills
- You are a fan of free snacks (we have a fully stocked kitchen)
- You love to participate in exciting corporate events (golf tournaments, mystery dinners, etc.)

ABC is an equal opportunity employer and we're growing and it's happening fast! We're fortunate to share our successes with an incredible and talented team who share a passion for what they do.

Don't miss out on this opportunity, apply today!

Please send your resume as a Word document to the following address: abc@123.com.

We would like to thank all applicants for their interest; however, only candidates under consideration will be contacted.