



Job Title: Communications Director - Canada Summer Jobs

Job Summary: We are looking for a talented Communications Director to join our team for an eight-week period, working 35 hours a week. The successful candidate will be responsible for supporting our organization's communication and outreach efforts, including managing our social media presence, developing partnerships, and seeking funding opportunities through grant research and applications. This position is funded under the Canada Summer Jobs program and requires the candidate to be between 15 and 30 at the start of employment and legally entitled to work in Canada.

Responsibilities:

- Develop and execute a comprehensive communication and outreach plan to engage stakeholders, partners, and the public
- Manage and create content for the organization's social media channels (Facebook, Twitter, Instagram, etc.)
- Build partnerships with organizations and influencers to increase brand visibility and awareness
- Research and identify grant opportunities that align with the organization's mission and projects
- Work closely with senior staff and consultants to prepare and submit grant applications
- Monitor and analyze communication and outreach metrics to measure success and identify areas for improvement
- Collaborate with other team members to ensure consistent messaging across all communication channels
- Create and distribute press releases and other communications materials to media outlets
- Support event planning and execution, including community outreach and engagement

Qualifications:

- Must be a Canadian citizen, permanent resident, or person on whom refugee protection has been confirmed under the Immigration and Refugee Protection Act and legally entitled to work in Canada
- Must be between the ages of 15 and 30 at the start of employment
- Excellent written and verbal communication skills with a keen eye for detail
- Strong understanding of social media platforms and trends



- Experience in partnership development and grant writing
- Strong organizational and project management skills
- Ability to work independently and as part of a team
- Knowledge of relevant provincial/territorial legislation and regulations is an asset

Compensation: The remuneration for this position is \$17 an hour for 35 hours per week.

If you are passionate about communication, outreach, and making a difference in your community, we encourage you to apply for this exciting opportunity. Please submit your resume and a cover letter explaining why you are the ideal candidate for this position.

Email to: Kidelreid@gmail.com