

Communications & Marketing Assistant - Summer Student

Job description

Communications & Marketing Assistant- Summer Student

Purpose

The Communications & Marketing Assistant is responsible for providing support to the Executive Director in the management of our social media channels and support the development of materials for the new annual fundraising campaign.

Position type

Summer job-Part time position, 30 hours/week (Monday – Thursday)

Responsibilities

Working with the Executive Director and the office team, the Communications & Marketing Assistant will:

- Provide support to the Executive Director, as requested
- Coordinating all social media channels: Facebook, Instagram, Twitter, and LinkedIn. Develop and post content on all social media channels
- Capture video and photos of individuals who receive services from one of the 41 local community groups (testimonials of support received), and write short content to capture these stories to share with our community.
- Creation, modification, and update of digital materials, including graphics, which promote each of the 41 local community groups that Community Shares supports.
- Maintenance of the Community Shares website, including content updates.
- Assist in developing new fundraising communication materials for the 2018 – 2019 annual campaign.
- Identify new small and medium-sized companies to solicit to include in the campaign.
- Identify and secure small sponsorships for the 'Community Breakfast' event that launches the annual campaign.
- Develop a marketing campaign for the Community Breakfast event (bringing together all 41 community groups, representatives of major companies, elected officials, and residents).
- Research new fundraising ideas (web based research on what other non-profits are doing to raise funds in innovating ways)

Qualifications

- Full-time student returning to studies in the Fall
- Strong social media skills (includes graphic design to independently develop and post content)
- Ideal candidate will have some experience in communications, volunteering with non-profits
- Ideal candidate is bilingual – French and English
- Candidate must be dynamic, work towards meeting deadlines, creative, and a team player

Please send your curriculum vitae and letter of motivation before Thursday, May 10th to partageaction@gmail.com.