

Inspiring Hope. Caring for Creation.

Communications Assistant

(Anticipated 2 positions pending funding approval)

Position(s) will be funded by Canada Summer Jobs grant and are based on funding approval.

Location: Hamilton Office: 621 Barton St E, Hamilton ON
Workweek: Monday to Friday (with the exception of four Saturday workshop dates)
Workterm : May-August (16 weeks) 30hrs/week
Wage: 15.00/hour
Closing Date: April 12th

Job Description:

Working in the A Rocha Ontario office, the Communications Assistant will support the marketing and communication needs of our programs. The tasks involve email marketing production, advertising assistance, website editing and print management. This role will also assist with setting up new systems to better engage our stakeholders. The final assignment involves gathering stories of program impact and adding graphic design elements to make them attractive to our donor constituents.

Employees are expected to submit one "story" per month to be used as A Rocha promotional material. These stories can be submitted in written form or as a short video. Stories should highlight an inspiring experience, a personal reflection or a description of the employees work.

Tasks involve:

- Assist in the storytelling of A Rocha through gathering stories and creating visuals
- Capturing pictures and videos at various A Rocha Ontario events
- Assist in the bi-monthly production of our e-Newsletter
- Maintaining and updating social platforms weekly
- Website editing weekly
- Design and implement new strategies to engage our stakeholders
- Design and print advertising material for our programs
- Hosting and engaging visitors to the centre including children, at-risk youth, persons with disabilities, seniors, newcomers, refugees and other visitors
- Having an inclusive and welcoming attitude toward all people
- Participating in A Rocha community through team days, discussions, and mentoring

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Field of Studies and/or Experience in:

Marketing & Communications, Journalism, Graphic Design and/or Business

This position relates to these fields of study because the successful applicant will be directly assisting in all of the Marketing & Communications efforts of A Rocha Ontario projects. These include email marketing newsletters and appeals, website updates, advertising strategies for programs, promotional material and creative writing. We are a small organization so this person will get a broad experience in this field of study. This position could also fill requirements for a summer work placement at the college level or become part of a university final project.

Requirements/Qualifications

- Must be a Canadian citizen, permanent resident, or person with official refugee status.
- Successful applicants will be required to pass a Criminal Records Check and Vulnerable Sector Check
- Experience providing/leading programs for groups of people (Summer camp, service club, etc.)
- Ability to work outdoors in a variety of weather conditions, near biting insects (mosquitoes, blackflies)
- Ability to take initiative, work independently, organized, self-starter
- Demonstrated ability to communicate and connect well with new people
- Demonstrated alignment with A Rocha Values (5 C's of A Rocha available on website)

Asset Qualifications:

- Knowledge of local flora and fauna, natural history
- Knowledge of organic gardening techniques
- Knowledge of Ontario Ministry of Education Curriculum
- Cross cultural experience
- Previous experience in event planning, or curriculum development
- Experience providing/leading programs for groups of people (summer camp, service club, etc.)
- First Aid and CPR
- Access to reliable transportation to and from the centre

Apply

To apply, email your cover letter and resume to hamilton@arocha.ca by April 12th, 2019. If successful, you will be contacted for an interview in the week of April 15. The successful applicant will be notified by April 26th--provided Service Canada has approved funding.