



<b>Job Title</b>	<b>Communication &amp; Digital Marketing Assistants (2 positions)</b>
<b>Contract Type</b>	<b>Short-term summer contracts (Full-time, 8 weeks depending on the location, June to August - Canada Summer Jobs Initiative)</b>
<b>Rate of Pay</b>	<b>\$16/hour</b>
<b>Posting Date</b>	<b>May 9, 2022</b>
<b>Deadline Date</b>	<b>May 18, 2022, 5:00pm</b>  <b>MANDATORY DATES:</b> <b>Start Date: June 6, 2022</b>
<b>Posting Type</b>	<b>External</b>
<b>Short Description</b>	<p>Access Alliance Multicultural Health and Community Services is a Community Health Centre that aims to improve health outcomes for the most vulnerable immigrants, refugees, and their communities. We do this by facilitating access to services and addressing systemic inequities. The Centre envisions a future in which diverse individuals, families and communities can achieve <b>health with dignity</b>.</p> <p><b>NOTE: To be eligible to apply for these positions you must:</b></p> <ul style="list-style-type: none"> <li>❖ Be between 15 and 30 years of age at the start of the employment</li> <li>❖ Be a Canadian citizen, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and</li> <li>❖ Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations</li> </ul> <p>These positions are funded through the Canada Summer Jobs Initiative. Applicants must meet the requirements indicated above; and applications from individuals who reflect the broad diversity of communities we work with, including those from newcomer, racialized and LGBTQ+ communities, is highly encouraged.</p> <p>*****</p> <p><b>NOTE: All staff are expected to work on-site maintaining COVID-19 safety protocols and may be required to travel to and work at other sites as required.</b></p> <p><b>The main workstation is based at our College St. site. You will be reporting to the Manager, Resource Development and Communications, and is supervised by Communications &amp; Resource Development Officer.</b></p>
<b>Detailed Description</b>	<p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Assist the Public Relations and Communication (PRC) officer in managing the day-to-day communication tasks to keep the corporate social accounts operational</li> <li>• Compile and analyze the engagement data of various Access Alliance’s social media channels and complete report to inform future practices.</li> <li>• Work with the PRC officer on creating polished promotional pamphlets and presentation decks.</li> <li>• Assist with creating graphic content, copy-wring and copy-editing.</li> <li>• Support agency-wide communication training and capacity building</li> <li>• Project-specific communication tasks as assigned</li> </ul> <p><b>SKILLS AND QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• To comply with the Summer Job Funding requirement, the applicant must not be older than 29.</li> <li>• Completing/Completed a University/College diploma in Marketing, Communications, Digital Media or a related field.</li> <li>• Ability to work effectively within a diverse and multi-disciplinary team;</li> <li>• Excellent communication, interpersonal, decision-making, problem solving and conflict management skills</li> <li>• Having complete at least one college-level digital-marketing course is highly desired;</li> </ul>



- Skilled with MS Office Applications, and graphics tools such as Canva
- Familiarity with various social media platforms, primarily Instagram, Facebook, Twitter, and LinkedIn, is key;
- Good writing skills in English are required
- Excellent team-spirit and willingness to learn are critical to this job;
- Attention to details makes all the difference;
- Some graphic/photographic skills are preferred
- Demonstrated flexibility and time management skills in a high-pressure environment and maintain a positive attitude.
- Previous work experience (including volunteering) in communications and marketing is strongly preferred.

**Salary:** \$16 per hour

**Hours:** 35 hours per week

**Locations:**

- College St. Location (340 College Location)

**Bargaining Unit:** This position excluded from the bargaining unit.

**Please be advised that our organization requires all staff, students, and volunteers must be fully vaccinated. Proof of vaccination can be obtained from the Ministry site.**

**Application  
Method**

**Please send a resume and short cover letter listing your preferred positions (list up to three) to:**

**Email:** [jobs@accessalliance.ca](mailto:jobs@accessalliance.ca), **No phone calls please.**

**Subject: Communication & Digital Marketing Assistants**

**Deadline:** May 18, 2022, 5:00pm

We thank all applicants for their interest but only those selected for an interview will receive acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

Access Alliance encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e. perfumes, lotions, hairspray, etc.) while at the Centre.