

OUTREACH AND COMMUNICATIONS ASSISTANT

Positions available: 1 seasonal

Position Length: up to 16 weeks (contingent on funding from Canada Summer Jobs)

Start date: May 1, 2019 or later

Hours of work: 30 - 35 hours per week on average

Wage rate per hour: \$14.00

RESPONSIBILITIES

The Outreach and Communications Assistant would work with the Operations Manager and Program Managers to develop, create, and implement outreach and communications strategies and materials for Green Venture programming in accordance with Green Venture's communications plan. This will focus on external communications, while also including internal communications to a lesser degree. There will be a strong emphasis on digital technology, including expanding Green Venture's social media presence, and creating new content for other avenues such as newsletters, blogs, and videos. They will work to raise awareness and engagement in Green Venture's programming, both on and off-site, as well as assisting with planning and coordinating logistics for presentations and community events.

Secondary tasks include assisting in communications by responding to phone and email inquiries, promotion of Green Venture programs at community events, and interacting with visitors or clients in a professional and courteous manner.

Other tasks as assigned.

REPORTS TO

Operations Manager

The Outreach and Communications Assistant will work with the Operations Manager and Program Managers on a daily basis to plan work and complete goals. Summer students will also work on specific assigned tasks with various Green Venture staff.

QUALIFICATIONS DESIRED

Understanding of media relations and digital media strategies

Proficient in MS Office and social media channels; familiarity with design software (e.g. Photoshop, InDesign) and content management systems is a plus

Solid editing and researching skills

Excellent communication abilities (oral and written)

Strong attention to detail

Solid Organizational skills

Knowledge of Green Venture

Knowledge of environmental issues in Hamilton

Driver's License Class G

Valid First Aid certificate

Ability to deliver environmental education programs to children or adults.

Additional languages other than English are desirable.

Student Eligibility:

- Are between 15 and 30 years of age;
- Are Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

Level of Education recommended: Secondary or Post-Secondary

Preference will be given to recent immigrant and/or refugee youth, Indigenous youth, youth from visible minorities, LGBTQ2 youth, and women in STEM.

Note that this position is contingent upon confirmation of funding through Canada Summer Jobs.

To apply for this position, please submit C.V. via email :
contact@greenventure.ca. Please put "Summer Employment Application –
Communications Assistant" in the subject header.