

## Job Description

<b>Job Title</b>	Communications Assistant
<b>Hourly Wage</b>	\$16.00 per hour
<b>Reports To</b>	Richard Plummer, Executive Director of Causeway Rachel McKeen, Communications Coordinator

### ABOUT CAUSEWAY

Causeway is a not-for-profit community economic development agency that empowers and supports people who have barriers to employment to find meaningful work. Causeway offers a variety of employment programs and services, including social enterprise, to support a broad spectrum of people.

Since 1977, Causeway has expanded its activities and impact through an ongoing commitment to innovation. Through this commitment, Causeway has been able to pilot new ventures that address community needs and become a recognized leader in the area of social enterprise.

### POSITION SUMMARY

After 40 years of operation, Causeway began working with a Communications Firm to undergo a full organizational re-branding. The Communications Assistant will work directly with the Communications Coordinator to support the implementation of Causeway's branding strategy. In support of Causeway's rebranding, the Communications Assistant will use a variety of tools to create content, manage print collateral, and plan events. The candidate must have strong communications skills and a keen eye for detail. The Communications Assistant will learn about communication and event planning in a non-profit environment that is committed to serving the needs of persons with disabilities and people living with mental illness.

### DUTIES AND RESPONSIBILITIES

- Work collaboratively on a variety of projects with the Communications Coordinator and the IT Manager
- Assist with the implementation of Causeway's new communications strategy:
  - Utilize Causeway's digital strategy across multiple social media and other digital platforms
  - Illustrate Causeway's impact on people and the community by interviewing our clients and generating a variety of written and visual content including written stories, photography projects, and video projects
- Create and manage print and marketing collateral, such as brochures, posters, and other print and digital media.
- Assist with the planning and coordination of events:
  - Join in on meetings with Events Committee to assist with the planning and organizing of upcoming summer fundraising and community events
  - Assist with the development of events to launch Causeway's brand



## **REQUIREMENTS**

### **Education**

- Currently enrolled or having completed a post-secondary education program in Communication/Media Studies, Public Relations, or a related field

### **Eligibility**

- Must be between the ages of 15-30 to be eligible
- Must be legally entitled to work in Canada

## **SKILLS**

- Ability to work both collaboratively and independently when needed
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office including Word, Excel, and PowerPoint
- Proficiency in social media and content management tools including Hootsuite
- Skills in Adobe Creative Suite including Premiere Pro, Photoshop, InDesign and Illustrator
- Strong attention to detail
- Strong organizational skills
- Bilingualism is an asset

**Causeway encourages qualified candidates from diverse backgrounds, including those who may need accommodation, to apply. Please advise if you require accommodation throughout the recruitment process.**

**Please send your resume and cover letter to:**

**Luanne Gauvreau: [lgauvreau@causewayworkcentre.org](mailto:lgauvreau@causewayworkcentre.org)**