

Summer Student Job Description

Position:	Communications Assistant
Reports To:	Director of Philanthropy
Status:	Full-time Summer Position (16 weeks), between May 16 and August 12, 2022

Tasks & Responsibilities:

The Communications Assistant will be supporting YWCA Canada at a critical time of year in our planning cycle. The student will support major projects including Online Members Meetings. Their responsibilities and tasks will be carried out in support of advanced research, communications, online event planning and graphic design and administration work. Event and communications planning will include the Week Without Violence, Leadership and Learning Hub Events, 16 Days of Activism Campaign.

Some of the key tasks consist of, but are not limited to:

- Provide technical design support for YWCA Canada web properties and related communication activities
- Offer production and design assistance with ongoing design projects, including graphic images and content to enhance YWCA projects and fundraising materials. Updating databases and assisting with database maintenance
- Drafting communications content including event correspondence and promotion, articles, materials
- Assisting with ongoing administrative tasks
- Assisting and supporting the Director of Public Policy and Strategic Communications with research
and communications support as needed.

Qualifications

- Strong organizational and time management skills, with attention to detail and accuracy
- Knowledge of issues impacting women and girls in Canada along with a commitment to enhancing the lives of vulnerable women and girls
- Excellent interpersonal and highly developed communication skills (verbal and written)
- Creative and analytical thinker who is self-driven and capable of working in a fast-paced environment
- Strong MS Office skills – Word, Outlook, Excel and PowerPoint
- Highly proficient in all industry leading software, including the Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Understanding of multimedia/interactive design principles

*Please note that this position is in an office environment/remotely (depending on the public health guidelines related to the pandemic), and that direct client services are not provided.

The successful candidate will be committed to working from an anti-oppression, feminist perspective. We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nation, Métis and Inuit, immigrant, refugee, BIPOC, and people living with disabilities to apply. Please submit your resume and cover letter quoting posting YWCA - Summer Student to **Careers@ywcacanada.ca** by **Monday, May 9, 2022**. We thank all candidates for applying, only those applicant's moving forward in the recruitment process will be contacted

