

Date: April 21, 2021

Position: Summer Student - Communications Coordinator (1 Vacancy)

Salary: \$14.25 - Funded by the Government of Canada's Summer Jobs Program anyone between the ages of 15-30 can apply

Hours: Temporary Full Time 37.5 hours per week (4 Month Contract) Starting May 10,2021

Location: Mix of remote and in person depending on Public Health guidelines

Reports to: Executive Director, Neighbourlink North York

About Us: NeighbourLink North York is a charitable organization located in Willowdale, North York. Our mission is to engage and empower neighbours to care for each other in practical, relational and sustainable ways that gives everyone the opportunity to live out their potential. As a locally based Christian community development organization, we believe transformation happens when we work together as neighbours to address the gaps and needs around us, including poverty and social isolation.

Position Summary: Reporting to the Executive Director, the Communications Specialist is responsible for coordinating and implementing the organization's internal and external communication initiatives to various stakeholders and audiences.

Details: The Event Coordinator will be primarily responsible for:

- Coordinating the preparation and distribution of promotional/outreach materials
- Maintaining information on digital platforms
- Producing promotional and outreach materials
- Formatting and maintaining communication templates
- Tracking and monitoring outreach activities
- Coordinating meeting schedules, agendas, materials, action and follow-up items
- Coordinating the schedule for program and event calendars
- Determining logistical details and activities for events and/or programming

Covid-19 Requirements:

- Requirement to work from home at the discretion of the employer
- Required to follow all Covid 19 guidelines and public health requirements

Qualifications:

- A bachelor's degree or diploma in communications, journalism, public relations, communication studies or a related field is an asset.
- Proficiency in Google Suite is required
- Previous administrative experience, an ability to multitask, good interpersonal skills and comfort in a public facing role are assets
- Familiar with CRMs or databases, and also has previous work experience with an arts organization or in the not-for-profit sector
- By the end of their time with the organization, the Communications Coordinator will be ready to step into a similar role in any organization, particularly one in the not-for-profit sector

Deadline to Apply: April 30, 2021

To apply for this exciting opportunity to work with an incredible team, please send your resume to: lily@neighbourlink.org and include "Summer Student - Communications Coordinator" and your name in the subject line. Neighbourlink North York is committed to fostering a respectful and inclusive environment. As we are currently working in a hyper local capacity, preference will be given to people that reside in the Willowdale, North York neighbourhood. This job will require Vulnerable Sector Screening or a Police Check due to the nature of our programming. While we thank all applicants for their interest, only those selected for interviews will be contacted.