



Summer Student – Communications Support

Full-Time (35 hours) – 2 Month Term

Accessible Housing opens doors for people with limited mobility to enhance dignity through accessible homes that are appropriate and affordable. By providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

Job Overview

Reporting to the Executive Director, the summer student will be responsible for providing key communication support in a various areas within the organization. We are looking for a committed self-starter who is energetic, highly organized, a resourceful forward thinking person who is able to support the team in our daily activities while gaining exposure to the non-profit sector. **This is a 2 month, 35 hours per week position.**

Duties and Responsibilities:

Event Support:

- Assist with event planning and implementation.
- Assist with the silent auction process when necessary.
- Get quotes, place orders, make deliveries and pickups as required.
- Event day setup and teardown.
- Ensure all material is consistent.
- Onsite, day of support.
- Assist the Communications Coordinator where needed.

Social Media/ Marketing/Promotional Support:

- Compile social media content and align with organizational promotions, events and advocacy including text, photos and graphics and curated secondary content.
- Ensure social media, marketing and promotional messaging is consistent across all platforms.
- Ensure all messaging is in line with the Accessible Housing brand.
- Capture stories told by Accessible Housing staff, prepare the written documentation and post online.
- Review and edit social media content.
- Support in the creation and updating of Accessible Housing marketing and promotion material.

Administration:

- Set up organizational filing.
- Archive and document old files.
- Organize databases.

Qualifications and Experience:

- Education in a Business/Marketing or Communications field.
- Experience updating and maintaining websites and social media platforms.
- Understanding of and commitment to confidentiality.
- Strong administrative and organizational skills.
- Ability to take initiative and meet deadlines.
- Excellent spoken and written English language skills

- Proficient with word processing, spreadsheets, and other computer software including Microsoft Office
- Highly proficient in research and presentation skills
- Strong problem solving skills and high attention to details
- Proven commitment to our organizational values of integrity, community, compassion and empowerment
- Valid Driver's License and vehicle.
- Satisfactory Criminal Record Check.
- Between the ages of 15 – 30.

Working Conditions:

- This is primarily an office based job.
- Limited travel is required.

Application Information

Accessible Housing operates as an open, dynamic, highly functioning team which values integrity, community, compassion and empowerment. If you are looking for a rewarding career with an established and caring culture, please submit your resume along with a cover letter indicating your desired salary range to: resume@accessiblehousing.ca with *Summer Student* cited in the subject line.

Only those selected for an interview will be contacted.

Closing Date for Applications: Until suitable candidate is found.