

## Job posting: Communications Assistant

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### Job Summary:

The Immigrants Working Centre is an equality seeking, anti-racist, non-profit, charitable organization committed to the social, political and economic inclusion of refugees and immigrants in Hamilton. The Communications Assistant will support IWC's Communications Team to develop multilingual information products and resources that provide key settlement and community information; and participate in IWC's outreach, promotional activities and social media campaigns that raise awareness of IWC's programs and services. The ideal candidate brings a mix of creativity, technical skills, writing skills and a strong interest in supporting social, civic and economic participation for newcomers to Canada.

**This is an 8-week position, 30 hours per week, \$14.00 per hour.**

### The successful applicant must demonstrate eligibility for the Canada Summer Jobs Program, as follows:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\* and;
- (f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations

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### Minimum Qualifications:

- Demonstrated interest in Media and or Communications, including training in a related field.
- A minimum of one of either (1) graphic design skills and experience, with proficiency in Adobe Illustrator, Photoshop and InDesign; or (2) experience in video editing and developing multi-media presentations with proficiency in Adobe Premiere Pro and/or Final Cut Pro.
- Demonstrated ability to write for a variety of audiences, including social media, reports and journalism.
- Excellent communication skills in English; proficiency in another language is an asset.
- Verbal and written communication skills in French is a strong asset
- A demonstrated interest in social justice and equity, and working towards the elimination of barriers to social, economic and civic participation for newcomer women and their families

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**How to apply: Send resume and cover letter, by email, to [IWChiring@IWCHamilton.ca](mailto:IWChiring@IWCHamilton.ca)**

Only those selected for an interview will be contacted.

**Application Deadline: Wednesday May 25, 2018 at 5:00 pm**

**\*\*Applicants are encouraged to apply as soon as possible, interviews may begin before the deadline.**

Immigrants Working Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.