

Volunteer Posting: Communications Assistant (Part-Time)

About Us

At Immigrants Working Centre, we recognize Immigrants to Canada as essential partners in the growth and prosperity of Canada. For over 30 years, our organization has worked closely with newcomers to support their full social, civic and economic success in Canada.

As Hamilton Ontario's only dedicated settlement service organization, we're proud to support immigrants through a full range of innovative employment, settlement, and language-focused programs and services. The Communications Team is responsible for internal and external communications between staff, stakeholders, and the Hamilton community.

We are looking for a highly-motivated Communications Assistant who will support the Communications Team in achieving marketing and communications goals on a volunteer basis. In collaboration with the Communications Coordinator, the Communications Assistant will assist with the following:

- ***Content creation (photo, video, infographics, etc.)***
 - ***Social media management (Facebook, Twitter, Instagram, TikTok, and YouTube)***
 - ***Assistance in the design and production of marketing materials (flyers, brochures, banners, etc.)***
 - ***Support at outreach and community events***
 - ***Digital marketing and promotion***
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Qualifications

- ***Must be enrolled in a post-secondary program related to the areas of Public Relations, Media Relations, Marketing, or Communications***
- ***Graphic design and multimedia production skills***
- ***Demonstrated skills in writing for a variety of audiences and media including web, social media, storytelling/journalistic purposes***
- ***Knowledge of Google & Microsoft***
- ***Demonstrated knowledge of social media management with a focus on Instagram, Facebook, Twitter, TikTok and YouTube***
- ***Ability to develop and maintain relationships with internal and external stakeholders***

- ***Excellent verbal and written communication skills.***
- ***Ability to work with cross-functionally and respond to communications needs in a timely and effective manner***
- ***A demonstrated commitment and interest to social justice and equity, and working towards the elimination of barriers to social, economic and civic participation for newcomers***

If this sounds like a position you'd be interested in, then we want to hear from you!

To apply, please send your resume and cover letter to our Volunteer Coordinator via email at: arodriguez@iwchamilton.ca

Application deadline: Sunday, December 4th, 2022 at 11:59 pm

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