

Communications Assistant

Position: Summer Student
Hours: 33 hours per week for 10 weeks
Supervisor: Director of Development

The CRC is an innovative, impactful, collaborative mid-sized, multiservice agency that has proudly served the Regent Park and surrounding neighbourhood for over 50 years. In 2012, the CRC opened a beautiful new building and a new chapter in its history. Our building has a 5000 square foot community hub of program space and we host the only not-for-profit social housing in Regent Park. We are home to the Regent Park Community Food Centre (RPCFC), one of 8 Community Food Centres established across the country in partnership with Community Food Centres Canada. Food Centres are dynamic community spaces where people come together to cook, grow, share, and advocate for good food. The CRC works with low-income community members to build capacity to change situations and conditions for the better, both in their own lives and in the wider community.

Reporting to the Director of Development, the Communications Assistant will assist with implementing a communication strategy that connects, promotes and engages CRC with its community partners, local businesses, and the communities we serve. S/he will take a lead role in developing aesthetically appealing digital and print communications templates, and keep CRC's website and social media updated and with relevant content.

Responsibilities:

- Research and recommend best practices on social media use in a social service setting.
- Assist with implementing CRC's social media strategy, including content creation and curation, developing email blasts and reporting on social media metrics.
- Provide technical and creative support in developing brochures, posters, email blasts, monthly calendars, the annual report, and other promotional materials.
- Assist staff in documenting CRC's program activities and events by developing written stories to be shared online.
- Participate as a CRC team member and pitch in with enthusiasm where needed.

Qualifications:

- Degree or diploma (in progress) in communications, marketing, graphic design or a related field an asset.
- Proficiency with Microsoft Office, Content Management Systems (e.g. WordPress), social media, and/or the ability to learn new IT skills quickly.
- Graphic design and desktop publishing skills.
- Excellent writing, editing and verbal communication skills.
- High level of attention to detail.
- Ability to work independently and as part of a team.
- Strong interest in community engagement, food security and/or housing issues.



40 Oak Street
Toronto, ON M5A 2C6
Phone: (416) 363-4234
Fax: (416) 363-7006
crc@tcrc.ca
www.tcrc.ca

- Ability to work sensitively with people of diverse backgrounds who experience poverty and discrimination.

A Vulnerable Sectors Police Reference Check will be required for this position.

Due to funding requirements, candidates must be between 15 and 30 years of age, registered as a full-time student during the preceding academic year, and intending to return to school on a full-time basis during the next academic year. Internationally registered students are not eligible.

This position will be a member of CRC Local #2864.

Please submit your resume and cover letter in one Word or pdf document, with "Communications Assistant" in the subject of your email, by **Friday May 18, 2018 at noon** to hiringlecommittee@tcrc.ca or in person at the CRC, 40 Oak Street.

CRC encourages applications from people representing the diverse community we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CRC will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require any accommodations, please notify us and we will work with you to meet your needs.

We thank all candidates for their interest, but only those selected for an interview will be contacted.