

Communications and Design Specialist

Hours: This is an 8-week position, at 30 hours a week

Rate of Pay: \$14 per hour

Responsibilities:

Reporting to the Executive Director, the Communication and Design Specialist will support our Communications and Program Coordinator to create and implement a 3-year engagement plan and be responsible for tasks including:

- Familiarize and understand the brand – PIN, The People and Information Network, Strategic plan and Engagement Plan.
- Assist in key tactics of the Engagement Plan, implementation and measuring success.
- Conduct best practice research, build connections with community partners and obtain resources for communications and design including quotes, photos and recommendations.
- Assemble information about PIN services to develop key messages and marketing material (including a variety of delivery methods ie. website, social, print, community outreach)
- Compile data in a meaningful format for communication materials; build graphics and video that are inline with our current brand serving as a tool in outreach and engagement
- Engage with public through phone, in person, events to provide/promote resources
- Other office duties as required

Qualifications:

- Proficient in Microsoft Suite Office, experience in design platforms ie. Canva, Piktochart, Ripl.
- Interest/Experience in developing, designing and delivering communications.
- Interest and knowledge of the Guelph-Wellington-Dufferin community
- Candidates would require to possess an interest in photography, videography
- Ability to work independently, take initiative and assume responsibility with minimal supervision

- Exceptional interpersonal and written communications skills
- Resourceful, creative and detail oriented
- Good telephone manner and speaking voice

This position is funded by Canada Summer Jobs. As such, the applicant: must be between 15 and 30 years of age at the start of employment; was registered as a full-time student during the preceding academic year; intends to return to school on a full-time basis during the next academic year; is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and; is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Apply with resume and cover letter by May 16th, 2018 to admin@PINnetwork.ca. Please include position title in the subject line. Only those applicants selected for an interview will be contacted.

