



## Employment Opportunity

**Mission Statement:** Senior Persons Living Connected (SPLC) supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

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<b>Position:</b>	<b>Communications Assistant (Summer Position)</b>
<b>Hours of Work:</b>	30 hours per week
<b>Duration:</b>	11 weeks
<b>Report to:</b>	Executive Director
<b>Respond to:</b>	Human Resources Department, email: <a href="mailto:hrd@splc.ca">hrd@splc.ca</a> or Fax: 416-493-3391

This position is made possible through Canada Summer Jobs, an initiative of the Summer Work Experience Program of Human Resources Development Canada.

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### **Responsibilities and Duties**

- Assists with drafting all communication items for the organization - including writing press releases, organizing media kits
- Assists in writing duties relating to , newsletters, and annual report
- Working with audiences such as staff, clients, donors, partners, health care staff
- Assists with clerical and administrative duties

### **Education**

- Post-secondary education in progress
- Currently studying a program in Marketing/Communications, Social work (macro), Public Health, or English.

### **Skills & Experience:**

- Previous event planning, communications, or marketing experience an asset
- Knowledge of gerontology and elder care issues in the context of the healthcare sector an asset
- Strong writing skills, proficient knowledge of English and English grammar
- Strong organizational skills and time management skills
- Good interpersonal and communication skills
- Knowledge of government funding models an asset
- Ability to work both independently and as part of a multi-cultural team
- Proficient in Microsoft Office, specifically Word, Excel and PowerPoint
- Ability to speak a second language (such as Mandarin, Cantonese, Tamil, or Greek) an asset

### **Additional Qualifications**

Eligible candidates must:

- be between 15 and 30 years of age at the start of employment
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada

Senior Persons Living Connected (SPLC) is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.



## Employment Opportunity

Please submit your application quoting the position you are applying to by **Friday, June 1<sup>st</sup>, 2018** by mail, fax or email:

Mail: Human Resources Department  
3333 Finch Avenue East  
Scarborough, ON  
M1W 2R9

Fax: 416-493-3391

Email: [hrd@splc.ca](mailto:hrd@splc.ca)

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.