



Employment Opportunity

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

Position: Communications Assistant (Summer Position)
Hours of Work: 30 hours per week
Duration: 7 weeks
Report to: IT Specialist
Respond to: Human Resources Coordinator, email: hrd@splc.ca 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.

Position Summary

- The Communications Assistant will assist in supporting the marketing and communications activities to help maintain and improve services and activities being offered to seniors.

Responsibilities and Duties

- Assists with creating and developing communications materials such as letters, brochures, website content, etc.
- Assists with event planning such as the Annual Walk for Seniors and communications training sessions for staff
- Provides ideas and input for SPLC events
- Provides input and feedback for innovative marketing strategies
- Performs other duties as assigned

Education

- Currently enrolled in a Post-secondary program in Communication or Marketing

Skills & Experience:

- Previous event planning, communications, or marketing experience an asset
- Strong writing skills, proficient knowledge of English and English grammar
- Strong organizational skills and time management skills
- Good interpersonal and communication skills
- Ability to work both independently and as part of a team
- Proficient in Microsoft Office, specifically Word, Excel and PowerPoint

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

Rate of Pay: \$11.75 per hour

Please submit resume by June 22, 2017 to hrd@splc.ca with the title of the position in the subject line

Senior Persons Living Connected 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 AODA.

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