



2022 Summer Internship Position – Canada Summer Jobs

Position

Communications & Community Development Assistant

Purpose, time frame, hours & wage

Big Brothers Big Sisters of Halton and Hamilton is hiring a Communications & Community Development Assistant through Canada Summer Jobs.

The Communications & Community Development Assistant position will begin on June 6, 2022, and run for eight weeks (280 hours). The Communications Assistant will fulfill 35 hours per week at an hourly rate of \$16 per hour. Hours are flexible as the Communications Assistant will be working remotely.

Deliverables

The Communications & Community Development Assistant will report to the Manager of Communications.

Community Development:

The Communications & Community Development Assistant will help secure opportunities for brand building and volunteer recruitment within the Halton, Hamilton, and Brantford communities, including and not limited to, beginning new relationships, scheduling speaking opportunities and helping to build the organization's Ambassador Program.

Communications:

The Communications & Community Development Assistant will be required to produce completed copy and content for the organization's website and newsletter, including scheduling and conducting interviews with volunteers and clients, collecting photo and/or video assets of interviewees. At minimum, 4 feature stories will be completed. Acquisition of photos and video content for creative database building are also required.

Additional deliverables and responsibilities may be required on an as-needed basis.

Interested applicants are invited to submit a resume by May 24, 2022, 11:59 p.m. to:

6d55e6bf.bigbrothersbigsisters.ca@ca.teams.ms

The subject line of your email should be as follows:

Applicant First & Last Name - Communications & Community Development Assistant.

**Only individuals who are selected for an interview will be contacted.*

**Note that a Police Background Check will be required upon hire.*