

Communications Coordinator, Summer Student

Are you a young person looking for a rewarding summer job? HCT is hiring a Communications Coordinator for Summer 2024. \$18.50 per hour.

Main Responsibilities:

- Create a comprehensive communications plan
- Review analytics to monitor and evaluate reach and impact
- Lead the management and execution of cross platform social media strategy and planning
- Plan and implement all communication materials, including social media, website content management, e-mail marketing, and other materials
- Create and edit graphics for print, website, and social media
- On-site support at HCT's Community Connect events in May and July, and/or our annual AGM (June) and Peer-to-Peer Fundraiser (Aug)
- Work collaboratively with other members of the team, providing assistance as needed
- Actively participate in team meetings and organization-wide activities

Qualifications:

- Excellent written and verbal communication in English.
- Proficient in computer applications (e.g., Microsoft Office Suite and/or Google Suite), mobile technology (e.g., Canva, Later, Squarespace) and online/cloud-based platforms (e.g., CRM)
- Self-motivated individual, with the ability to identify new opportunities and areas of improvement
- Effectively able to manage multiple projects on your own, demonstrating ability to prioritize responsibilities and meet deadlines
- Detail-oriented and organized in a fast-paced environment
- Work collaboratively with team members in a remote environment
- Graphic design experience, photography and video editing experience are assets
- Experience with, knowledge of and interest in homelessness issues is preferred.

Requirements:

- Between 15 and 30 years of age on the first day of employment
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred for the duration of employment. International students are not eligible.
- A valid social insurance number and legally entitled to work in Canada.
- Able to work continuously for 14 weeks between May 6 and Aug 23, 2024.

TO APPLY, please complete the online application [here](#) and include a social media portfolio.

HCT welcomes diversity and encourages applications from equity-seeking groups. Please advise if you have accessibility needs that require accommodations in the recruitment process. We thank all candidates for their interest. Only those selected for an interview will be notified.



Homeless Connect Toronto, which is founded and operated by individuals self-reporting from underrepresented groups, is looking to hire youth from underrepresented groups or with disabilities as our Communications Officer for the summer.

The youth will work with a team to be responsible for the development of a communications plan, lead the management and execution of cross platform social media strategy, plan all communication materials for social media and website, develop a resource guide for homelessness help supports, and work collaboratively with team members to ensure the success of our Community Connect events. The youth will be provided access and training to a wide variety of digital technology, including Microsoft Suite, Google Suite, CRM system, Adobe programs, etc.

Youth will also be provided with opportunities to directly support individuals impacted by homelessness on-site at our Community Connect events throughout the summer.

Supervision will include support to develop initiative-taking, communication, organizational and collaborative skills. The youth will also receive one-on-one mentoring with the Executive Director throughout the summer.