**Communications Specialist (Summer Job)**

**Job description**

The Communications Specialist will assist with managing the marketing and communications for Saanich Neighbourhood Place, designing and implementing integrated communications across platforms. This includes communication within the organization and externally with all stakeholders, such as participants, funders, the board, and the greater community.

**Key Duties and Responsibilities:**

* With direction, create new content and maintain current content for the website
* Develop and execute social media, email communications, and fundraising campaigns (Facebook, Instagram, MailChimp, CanadaHelps), in cooperation with Admin staff.
* Monitor and maintain brand standards for the organization
* Collaborate in the design of print materials and arrange the printing and distribution of same
* Produce internal communications for volunteers, board, and staff with the timeliness of promotional info and other communication materials
* Assist in production of the Annual Report
* Promote public awareness of the organization by attending community events and representing the organization at various committees and meetings, as required
* Maintain detailed communication records and analytic information to assist in the preparation of related duties as required

**Qualifications, Education, Training, and Experience**

* Clear Criminal Record Check
* Fully Vaccinated for Covid-19
* Education in marketing is preferred or the equivalent combination of education, training, and experience in marketing
* Experience in social and electronic media content development and database
* between 15 and 30 years of age (inclusive) at the start of employment
* 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.

Part-time hours: 30 per week

Job Types: Summer job, Part-time, Temporary

Salary: From $19.44 per hour

Expected Start Date: May 13, 2024

Expected End Date: August 31, 2024