

**Canada Summer Jobs Opportunity:**

**Communications Engagement Worker**

**AGENCY OVERVIEW:**

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

**POSITION OVERVIEW:**

The main purpose of this job is to assist in community engagement endeavours, supporting communications and marketing, volunteer program and resource development. Working in a collaborative environment, the Communications Engagement Worker will assist in Carizon's participation in summer community events, the development of marketing materials and social media, and the advancement of Carizon's fundraising and volunteer engagement initiatives.

**DUTIES/ RESPONSIBILITIES MAY INCLUDE:**

1. Advance social media initiatives:
  - a. optimize Google Ad opportunities and boosting Facebook posts
  - b. enhance social media efforts for greater outcomes
  - c. recommend new social media strategies
  - d. review evaluation metrics
2. Research and develop community engagement strategies, such as summer community events, speaking opportunities and development of Carizon ambassador volunteers.
3. Assist in developing marketing materials to reflect branding and promote programs, including Infographics, and presentation templates.
4. Assist with distribution plan for marketing materials.
5. Update donor information using Donor Management System.
6. Assist with ongoing communication, marketing, volunteer and fund development activities that occur during the summer term.
7. Other duties as assigned

**EDUCATION/EXPERIENCE:**

- Experience and/or training in Communications or related program.
- Interest and experience in various communication platforms.

**REQUIREMENTS:**

**The successful candidate must meet the following criteria (as mandated by the Canada Summer Jobs Program):**

- You must be between 15 and 30 years of age at the start of employment;
- You must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of employment; and
- You must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.



**HOW TO APPLY:**

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: [hr@carizon.ca](mailto:hr@carizon.ca) **with the job title of this position in the subject line.** *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

*\*Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources ([hr@carizon.ca](mailto:hr@carizon.ca)). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<b><u>SALARY:</u></b> \$14.00/hour	<b><u>STATUS:</u></b> Canada Summer Jobs Position	<b><u>POSTING PERIOD:</u></b> May 17-25, 2019
<b><u>LOCATION:</u></b> Waterloo Region	<b><u>HOURS OF WORK:</u></b> 35 hours/week	<b><u>DURATION:</u></b> 8 weeks