



SUMMER EMPLOYMENT OPPORTUNITY

POSITION: Communications Service Coordinator (Seasonal/Temporary)

GENERAL DESCRIPTION:

The Communications Service Coordinator summer position is a dynamic role that encompasses a range of responsibilities centered on planning, developing, and scheduling communications, research and marketing materials. The successful candidate will be engaged in crafting social media posts, podcasts, imaging, electronic newsletters, and showcasing proficiency in digital design through tools such as Canva.

Assisting with coordination of education and outreach events is another key responsibility, contributing to the overall visibility and success of our organization's initiatives. In addition to these tasks, the role involves providing crucial support to the Executive Director by assisting with ongoing research projects, communications and marketing. This includes active participation in the development of current research endeavors and engaging with employers, employment service-providing partners, the public, and various organizations to meet project objectives. The incumbent will be responsible for compiling data, statistics, and other relevant information as needed.

The Communications Service Coordinator summer student will also contribute to administrative duties related to research projects, ensuring the smooth coordination and execution of tasks. Through these responsibilities, the incumbent will play a vital role in the success and advancement of the organization's research initiatives, fostering effective communication and engagement with diverse stakeholders.

QUALIFICATIONS:

- Excellent communication skills, both verbal and written.
- Strong organizational abilities to manage multiple tasks and projects simultaneously.
- Attention to detail in proofreading and editing communication materials.
- Commitment to maintaining professionalism and confidentiality in handling sensitive information.
- Flexibility to adapt to changing priorities and deadlines in a fast-paced environment.
- Knowledge of graphic design principles and multimedia content creation.

47 S. Pinnacle St., Belleville, ON K8N 3A1 info@cfwd.ca www.cfwd.ca Office: 613.969.0720



CONDITIONS OF EMPLOYMENT:

Duration: 10 weeks	Hourly rate: \$17.00/hour
Proposed start date: June 10, 2024	Hours of work: 37.5 hours/week
This position requires on-site presence at our main office located at 47 South Pinnacle Street in Belleville, Ontario.	

CANDIDATE ELIGIBILITY:

To be eligible, you must be between 15 and 30 years of age at the beginning of the employment period; 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 the employment; and, 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 candidates are required to submit their resume and cover letter to the attention of CFWD Executive Director Sandi Ramsay at info@cfwd.ca by May 22, 2024.

Please include "**Communications Service Coordinator Summer Position**" in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The [Centre for Workforce Development](#) is committed to diversity and inclusion and encourages applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. If you require accommodation throughout the recruitment, selection, and/or assessment process at any point in the application or interview process, please let us know.

Personal information provided is collected under the authority of the [Municipal Freedom of Information and Protection of Privacy Act](#).

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