

JOB OPPORTUNITY

Marketing & Communications Assistant – Summer 2019 Summer Opportunity – 35 hours per week - \$15/hour

Thanks to support from the Canadian Government through Canada Summer jobs, we are looking for a qualifying youth to join our team in a paid position for the summer, commencing May 13th, 2019 and ending August 23rd, 2019.

This position will be of interest to students currently studying the areas of, and having an interest in: marketing, communications, advertising, social media marketing, website writing, features writing, international development, and media studies.

Tasks & Responsibilities:

- Create engaging blog and social media content
- Monitor and update Facebook, Twitter and Instagram accounts with current and relevant photos or articles
- Respond to posts or comments and engage with followers
- Assist in creating and implementing social media campaigns
- Develop a 12-month social media content calendar
- Research/write feature articles for two magazines geared to church audiences: *testimony* and *Missions and Kids*
- Perform general administrative and research duties as assigned to support the marketing and communications work of ERDO's Resource Development department.

The youth will be supervised and mentored daily by ERDO's Marketing & Communications Officer, with ample opportunity to work cross-functionally with the International Programs department.

Through this experience the youth will learn the skills needed to prepare marketing and communication materials related to international development issues, with a focus on child poverty.

Work Environment:

- This job takes place at ERDO's office in Mississauga, ON in a pleasant Christian work environment with free parking
- ERDO's office is located on a main floor and offers a barrier-free environment
- The student will be provided with a workspace and computer for the performance of their work

Qualifying applicants:

In accordance with the Canada Summer Jobs 2019 requirements, to be eligible you must:

- Be between 15 and 30 years of age at the start of the employment
- 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.

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To apply for this position, send your resume and a cover letter outlining how your qualifications fit with this role to webmaster@erdo.ca by May 3, 2019

As ERDO's summer job postings result in many applications, we will only be contacting those students that will be interviewed. No phone calls please. Thank you.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*