



Job Title: Youth Communications & Digital Asset Management Administrator

Department: Development & Communications

Reports To: Copywriter & Content Creator (Mentoring Supervisor)

Start Date: April/May 2026

Hours: 40 hours per week

Position Type: Canada Summer Jobs Student

Job Overview:

Mission Global is seeking a motivated **Youth Communications & Digital Asset Administrator** to support our communications team in strengthening our Youth engagement initiatives. This role blends digital communication development, youth program support, and hands-on experience in digital asset management.

The successful candidate will support our communications work for key Mission Global projects—including **Summer Kids' Clubs** and **Murray's Ride to Thrive**, our annual charity cycling event that raises hundreds of thousands of dollars in support of life-changing international initiatives. A link to the 2025 project can be found [here](#).

This role is designed to **develop future team members**, offering intentional mentorship and cross-department learning opportunities.

Key Responsibilities:

1. Youth-Focused Communication & Engagement

- Support the development and distribution of communication materials for Mission Global's **YOUTH programs**.

- Assist with communicating youth program resources to parents, participants, and community partners.
- Contribute to youth-friendly content for newsletters, social media, and program updates.
- Provide administrative support for Summer Kids' Clubs planning and communications.

2. Social Media & Digital Communication Development

- Assist in managing and scheduling content for multiple Mission Global social media accounts.
- Help create engaging posts, stories, and short videos to highlight youth programs, project updates, and summer initiatives.
- Support digital storytelling for **Ride to Thrive** and other projects.
- Participate in communication strategy meetings and learn professional social media practices.

3. Digital Asset Management (Canto)

- Assist with organizing, tagging, and cataloging digital photos, videos, and project media in **Canto**, Mission Global's digital asset management platform.
- Support ongoing data organization, including metadata creation and list/data cleaning.
- Help maintain asset quality, conduct audits, and apply naming conventions.
- Provide support to staff accessing assets and contribute to continuous improvement of digital workflows.

4. Collaboration, Mentoring, & Cross-department growth

- Participate in regular **check-ins** with your mentoring supervisor (Copywriter & Content Creator) to support skill development and professional growth.
- Collaborate with team members across Communications & Development team and other MG teams to understand how different departments contribute to Mission Global's work.
- Contribute to team meetings by **offering ideas from a youth perspective** and supporting collaborative problem-solving.
- **Shadow staff** to gain insight into career paths within nonprofit communications and digital media.

What you will gain:

By the end of the placement, the student will work toward proficiency in:

- Communicating youth program resources effectively
- Managing multiple social media accounts
- Creating youth-focused digital content
- Using **Canto** for digital asset management
- Understanding nonprofit communications workflows
- Applying data cleaning and organization best practices
- Participating in cross-department collaboration and professional mentoring
- Contributing meaningfully to real projects including **Summer Kids' Clubs** and **Ride to Thrive Initiative**.

Qualifications

- Interest in youth engagement, communications, or digital media.
- Strong written and verbal communication skills.
- Attention to detail and interest in data/list organization.
- Familiarity with social media platforms (Instagram, Facebook).
- An interest in developing skills in digital asset management
- Ability to work collaboratively in a team-oriented environment.
- Organized, eager to learn, and passionate about supporting meaningful charitable work.

Eligibility

- Be 15-30 years old at the start of employment
- Be a Canadian citizen, permanent resident, or have refugee status in Canada
- Be legally allowed to work in Canada

Send your cover letter and resume to Ashley.bain@paoc.org