



CANADA SUMMER JOBS PROGRAM

Job Title: Communications Assistant – Action Housing

Term: Summer position, Full-time – 35 hours/week, Early July – End of August 2019 (8 weeks)

Reports to: Executive Director – Action Housing

Are you studying communications, journalism or public relations at university or college? Are you eager to use your skills to engage audiences for an important cause and make a difference in the world? We are looking for a creative, organized individual with a flair for creating infographics and writing on all platforms, but particularly Twitter. Action Housing needs you this summer!

About Action Housing:

Action Housing is a charitable francophone organization devoted to helping and providing the necessary tools to low- and moderate-income individuals and families to access and maintain safe, adequate and affordable housing.

Position Summary:

During our 30th year, Action Housing is focusing on increasing the visibility of our organization as well as public education related to homelessness, poverty and the importance of housing loss prevention. The Communications Assistant will play a key role in helping us with this goal. The Communications Assistant will prepare additional tools for our Website, as well as a communication plan complete with a year's worth of Tweets and infographics geared towards the public, stakeholders and our community partners. Finally, the Communications Assistant will help the Executive Director prepare press releases in response to homelessness and housing issues as they arise.

Main Responsibilities:

- Prepare a year-long communications plan for Action Housing;
- Write and edit French and English content for Twitter and to inform the general public, stakeholders and community partners on housing and homelessness issues;
- Prepare a year's worth of Tweets and infographics that will be published in the coming year;
- Help write press releases in response to issues related to housing and homelessness as they arise;
- Demonstrate a commitment to homelessness and housing loss prevention.

Qualifications:

- Aged 15 to 30 years old;
- Enrolled as a post-secondary student in the previous academic year and intending to return to school on a full-time basis in the next academic year;
- Enrolled in post-secondary or graduate social sciences degree or related field (journalism, communications, literature, public relations), and/or equivalent experience;
- Demonstrated ability to write clear, engaging communications with excellent grammar and style (**must provide samples**);
- Highly motivated, creative and organized;
- Experience managing content calendars;
- Strong interpersonal, organizational and time-management skills;
- Excellent verbal and written knowledge of French and English required;
- Ability to work with a small, mission-driven team in a sensitive, respectful manner;
- Experience in working with people from diverse cultural backgrounds;
- Strong work ethic and ability to multi-task and work independently;
- Proficiency with the full MS Office Suite, WordPress, Twitter and any free infographics software.

Hourly Rate: \$19/hour

Application Deadline: June 14th, 2019 by end of day

Application Process:

*Please send a **cover letter, resume as well as two samples of your writing in French and two in English (maximum 500 words each)** to Émilie at emilie@action-logment.ca.*