



Communications Assistant Position

Kinsight is seeking a Communications Assistant to support development and execution of our internal and external Communications Plan. The Communications Assistant will participate in communications planning strategy and event planning, support content creation and print and digital media management, and support the Kinsight Mission and Vision. This is a full-time position for a 4-month term, from May 14 to August 31, at \$15.54 an hour for 33 hours per week.

This position will:

- Assist with creation of a Brand Style Guide, a document that will support messaging across many departments and multiple publishing formats;
- Curate Kinsight's collection of storytelling media (interviews, photos, and video) for publishing in print and digital formats;
- Assist with designing, writing and editing Kinsight publications, such as its Newsletter, brochures, and Annual Report, and producing content for its website and social media outlets according to an editorial schedule;
- Assist with writing and editing articles and press releases for submission to local media outlets in relation to special events and youth leadership/self-advocacy initiatives;
- Assist with event coordination and promotion of Kinsight's regular events (Annual General meeting, Community Living Month, Transition Resource Fair, and Volunteer Appreciation) and special events (community socials and Youth Leadership Council events), and provide on-site documentation of event activities;
- Work closely with the Youth Leadership Council and attend the Council's bi-weekly meetings.

This position will provide opportunity for significant experience in the non-profit and community sector, demonstrable and measurable milestones for career development, and ongoing mentorship from the Manager of Communications and the Director of Administration.

Desired qualifications:

- Strong writing, editing, and research skills, with a particular focus on plain language writing;
- Strong interpersonal and time management skills, ability to undertake self-directed tasks while working in a team environment;
- Strong computer literacy, particularly with MS Office. Experience with design and layout in Adobe Creative Suite an asset;
- Familiarity with online publishing tools (Wordpress, e-newsletters, social media outlets);
- Knowledge and/or experience of disability issues, community involvement, and/or non-profit organizations an asset.