



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 (35 hours/week) for a 4-month term, from May 13 to August 30. The hourly wage is: \$17.06

POSITION SUMMARY:

- Contribute to ongoing content creation for Kinsight's website and intranet site
- Support brand implementation including additions to the Brand Style Guide;
- 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's new e-bulletin and other publications such as brochures, invitations and flyers.
- Contribute to social media channels, including Facebook and Linked In, and develop an editorial calendar.
- Assist with writing and editing articles and press releases for submission to local media outlets.
- Assist with event planning and other promotional initiatives.

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 Human Resources & Administration.

QUALIFICATIONS:

- Strong writing, editing, and social media 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.
- Experience 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.



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REQUIREMENTS:

- This position requires Union membership, a satisfactory criminal record check, a valid BC Class 5 Driver's License, use of personal vehicle and a current First Aid/CPR certificate.

This position is subject to funding approval through Canada Summer Jobs. As per the funding guidelines from the Canada Summer Jobs Program Service Canada this job opportunity is available to candidates who must be between 15 and 30 years of age inclusive at the start of employment. Priority will be given to qualified candidates who are a member of a visible minority.