

Student Youth Communications and Development Assistant

Pending Approval of Funding from Canada Summer Jobs

Summary of Activities:

In supervision of the Communications and Development Coordinator, the Student Youth Communications and Development Assistant will facilitate the creation and execution of Dixon Transition Society's internal and external communications and fundraising activities. The youth will design promotional materials, create content for social media platforms, reach out to and develop relationships with current and potential sponsors, and perform other duties as required.

Major Responsibilities:

1. Developing and posting social media content and maintaining Dixon's online presence
2. Assisting with the creation of bi-weekly newsletters, blog posts, and occasional press releases
3. Creating posters and promotional materials for fundraising events and awareness campaigns as per Dixon's annual communications plan
4. Designing and finalizing Dixon's Annual Report to be presented at the next AGM
5. Maintaining Dixon's website and ensuring that information is readily available and up to date
6. Actively seeking donation and sponsorship opportunities and accurately logging/reporting donation activity on an ongoing basis
7. Establishing new relationships with potential donors and sponsors
8. Assist with the planning and execution of Dixon's annual events including Mother's Day, Scotiabank Charity Challenge, Annual General Meeting, and Christmas Jazz Concert.
9. Conducting thank you calls to donors and sponsors following the completion of fundraising campaigns and events
10. Providing administrative support to the Communications and Development Coordinator
11. Performing other duties as required

Requirements:

- All youth aged 15 to 30, not just students, can now apply to CSJ-funded jobs
- Aboriginal youth and members of visible minority group are encouraged to apply
- Must be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations
- Not hold another full-time (30 or more hours) summer job during the placement
- Will be required to provide a Criminal Records Check



QUALIFICATIONS

Education, Training, and Experience:

- Passion for the work we do and working with non-profits
- Experience in communications, marketing, customer service, sales, and/or fundraising

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in a team setting
- Ability to take initiative, organize, prioritize, and meet deadlines
- Ability to pay close attention to detail
- Proficient in Microsoft Office (Outlook, Word, Excel)
- Proficiency in Canva, Mail Chimp, Adobe Creative Cloud an asset
- Access to vehicle an asset

Start Date: May 2, 2023 or later

Length of employment: 12-14 weeks

Hours per week: 35 hours

Worksite: Head Office

Rate of pay: \$16.75/hour

Please send Resume and Cover Letter to Claire Kalfon, Manager of Operations and Services, at manager@dixonsociety.ca