

## Employment Opportunity - Marketing and Communications Assistant

### Part-Time Position (flexible schedule, 10 hours per week)

#### Is this you?

Do you want to join a group of talented people who are passionate about supporting Canada's young people, veterans and Indigenous communities? Are you keen to be part of a dynamic team that develops and delivers programs that make a positive impact in the communities we serve? Are you pursuing your education in the humanities, social sciences, communications, or marketing? Do you have initiative, enjoy writing and research, have an eye for details and enthusiasm for the cause?

#### The organization:

Prince's Trust Canada is a national charity based in Toronto focused on transforming the lives of people who are facing challenges or transition through three core programs: job training and opportunities for unemployed young people; entrepreneurship training for transitioning members of the Canadian Armed Forces and veterans, and revitalizing Indigenous languages.

- **Get Into** is an effective youth employment program that maximizes direct employment outcomes by engaging employers from the outset in the program development and delivery.
- **Operation Entrepreneur** offers veterans the education, tools and resources they need to build confidence, develop networks and start their own successful businesses.
- **Indigenous Languages Initiatives** support Indigenous communities in their efforts to revitalize and protect their endangered languages, helping to reinforce a sense of culture, identity and belonging, with a focus on books and resources for children.

A registered Canadian charity established by His Royal Highness The Prince of Wales in 2011, we are a member of The Prince's Trust Group, a new global network which

includes programs carried out by The Prince's Trust in the UK, Australia and New Zealand and The Prince's Trust International. Please see our website [www.princestrust.ca](http://www.princestrust.ca) for more about us.

### **About the opportunity:**

Prince's Trust Canada is pleased to be recruiting for a part-time position to support the organization's marketing, communications and programming strategy. The **Marketing and Communications Assistant** will also support several other organization priorities. The role is based in our Toronto office (Bay and Bloor), is part of a small staff team of 16 people, and reports to the Manager, Marketing and Communications.

### **What you will be doing:**

#### **Marketing and Communications (65%)**

- Support the execution of the communications plan which includes monthly social media plan, newsletters and website updates.
- Support the researching and drafting of communications materials according to the Prince's Trust Canada's brand voice and style guide which may include writing articles, blog posts and conducting interviews for case studies and impact reports.
- Support asset management including the organization, tagging and selection of photos.
- Support the Communications team with coordination and logistical planning of special events including invitations, sourcing caterers and photographers and other related tasks.
- Provide administrative support to the Manager of Marketing and Communications.

#### **Office-wide Support (35%)**

- Supporting communications including drafting general correspondence.
- Data entry using Dynamics (CRM), the customer relationship management software – training to be provided.
- Providing administrative support to the CEO and Program Team upon request or when available.

## **What you bring:**

### **Qualifications**

- Strong professional writing and verbal communication skills for both internal and external communications (e.g. experience writing blog posts, articles, reports, email correspondence, letters, research backgrounders, briefing notes, power point presentations) for multiple audiences (corporate contacts, funders, donors, community partner organizations, Board of Directors, staff and volunteers).
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with strong attention to detail.
- Experience or interest in photography, graphic design and an understanding of social media channels and strategies.
- Excellent computer skills, including Office 365 and an interest to learn new software. Knowledge of Adobe Creative Cloud software an asset.
- Possess or working towards a post-secondary degree or the equivalent experience, with a demonstrated interest in the non-profit sector and causes supporting youth, veterans, Indigenous communities and/or people in transition.
- 1-2 years combination of work or volunteer experience in a charity/non-profit organization an asset.
- Bilingualism (French/English) an asset.

### **Skills and attributes**

- A confident self-starter with the ability to manage multiple projects and deadlines in a dynamic, entrepreneurial, team-based working environment.
- Positive attitude, including flexibility and patience to deal with varied stakeholders in a professional manner.
- Strong work ethic.
- Ability to work independently and collaborate as part of a team.
- High level of passion, energy, creativity and a great sense of humour.
- Process orientation.

## **What we offer:**

A great learning opportunity, a place to apply your skills while building knowledge and expertise, as well as mentorship, coaching and interesting experiences within a unique non-profit in Canada. Hourly rate is based on experience (\$15 to \$18 per hour).

**To apply:**

Applicants should provide a cover letter, resume and portfolio or a relevant sample of their work, addressed to Kevin Uchikata, Controller at [humanresources@princestrust.ca](mailto:humanresources@princestrust.ca) with an email subject line Marketing and Communications Assistant. Deadline for submission is Friday, October 25, 2019 by 5pm.