

Position title: Communications specialist

Position Reference #: 2

Compensation: \$18/hour

Position is for 8 weeks, 35 paid hours/week + 0.5 hours unpaid/day

Start Date: Flexible between 5th June to June 15th, 2023

End Date cannot Exceed September 1st, 2023

Hybrid – For Halton Region and near abouts - Ontario

Work Timings: Flexible – Between 9 am to 6 pm mostly

Age Limit is 30 years

No transportation/accommodation provided by company

Preferred to bring own devices for work

Should be open to local travel for work

To apply email to info@actionforhumanity.ca with the subject line **“CSJ Application – Title of the position”**

Job Description:

The Communications Specialist (Copywriter) will be responsible for writing clear, compelling copy for various mediums (e.g. ads, blog posts, newsletters); Conducting thorough research and interview; Working with creative professionals to build marketing projects and campaigns; Building and maintaining effective working relationships with internal stakeholders and teams to ensure any content writing requests are fulfilled without errors or misinformation; Monitoring the brand reputation and discussions relating to the organization in media spaces while being able to respond to audiences on time; Monitoring and analyzing any benchmarks or metrics regarding the brand’s reputation and being able to make recommendations for improvement; Developing an overall communications strategy which could include events, social media, website content, press conferences, or emails; Creating timely and engaging content that is optimized for whatever platform it will be published on; Managing, planning, and coordinating media events; Writing and developing media materials which can include press releases, media advisories, public service announcements, and blog posts; Contact media.