



# Northwest London Resource Centre

**Job Title: Website & Communications Assistant (Canada Summer Jobs Position)**

**Role:** Under the supervision of the Northwest London Resource Centre, the Website & Communications Assistant will be responsible for creating content, maintain the NWLRC website, implementing the agency's social media strategy and supporting marketing initiatives. Within this role, you will be responsible for meeting outcomes of the agency as outlined in the funder agreements in collaboration with your direct supervisor.

**Job Responsibilities:**

- Create content and develop posting schedules for various online platforms (Twitter, Facebook & Website) that align with the organization's social media and communications strategy.
- Create and implement a listing of neighbourhood programs and services (to be hosted on NWLRC website)
- Assist with promotion and marketing of NWLRC's programs, services and events.
- Assist with tracking and evaluation of engagement across Twitter, Facebook and website.
- Assist with development of community newsletter.
- Be a committed team member by demonstrating dedication to the project and tasks assigned as well as creating and supporting a welcoming, healthy work environment for your team members.
- Act in a responsible manner, representing the organization and the project you are working on.
- Be a positive role model for others.
- Participate in weekly staff meetings.
- All other duties as assigned.

**Qualifications:**

- Intermediate computer skills, including photo-editing and design applications
- Experience with Twitter, Facebook and Wordpress
- Well-developed communication skills, both verbal and written
- Previous experience in photography, video production, graphic design or storytelling/writing is an asset
- Must be passionate about the goals and mission of the NWLRC
- Must be comfortable in a fast-paced environment and be able to meet deadlines
- Highly motivated, takes initiative and is a self-starter
- Must be able to demonstrate good organizational skills
- Must have a registered Social Insurance Number and be eligible to work in Canada
- *Preference will be given to students currently enrolled in marketing or communications, website development, other related fields.*
- **Must be available to work Monday to Friday between the hours of 9:00am-5:00pm (and the occasional evening or weekend as required)**
- **Must be between 18-30 years of age and planning to return to school in the fall. Preference will be given to those with no or limited prior work experience.**

Please submit cover letter and resume via email to [employment@nwlrc.ca](mailto:employment@nwlrc.ca)  
(Only applications submitted to this email address will be considered)

Wages: \$11.40/hour