



Social Media and Events Assistant

The SAiF Society is looking for a P/T temporary (30 hours/week for May 1-Aug 31) person to help develop blog and social media content, manage social media posts and build our audience engagement, support donor recognition, help with fundraising events and other public relations' initiatives. This role offers an hourly rate of \$19-21/hr, does not include a benefits package at this time and is supported by the Canada Summer Jobs Program. We offer a friendly, dedicated, and passionate work environment and we're looking for someone who will fit with our culture and team.

Working closely with our Executive Director, you'll be supporting many of our marketing and communications efforts that create awareness around family violence issues and prevention while remaining sensitive to the culture and approach of our organization. We focus on meeting people where they are at and work to support all those impacted by family violence, without judgement, who reside in our service area.

Key Responsibilities:

- Support the development of social media campaigns that align with SAiF's vision and mission;
- Create and share engaging online content for website, social media, newsletters, and blogs;
- Support the development of a podcast for those impacted by family violence;
- Support donor recognition programs;
- Help with event planning & executing of fundraising/community events;
- Attend staff meetings & engage with the team to help inform communications' content;
- Other related duties as required.

Minimum Required Qualifications *(per Canada Summer Jobs Program Requirements):*

- Legally able to work in Canada;
- Between the ages of 15-30 years of age;
- Has a current Social Insurance Number.

Our Ideal Candidate has:

- Excellent written and verbal communication skills and consider your attention to detail a key strength;
- Sensational organizational skills and the ability to multi-task;
- Knowledge and expertise with multiple social media platforms, including Instagram, Facebook, Twitter, and LinkedIn;
- Formal training (either a current student or recent graduate) in marketing, communications, PR, or related field;
- Graphic design experience is considered an asset.

Additional Requirements:

- Criminal and Vulnerable Sector Check required.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as members of Black, racialized or visible minority communities, Indigenous Peoples, people identifying as sSLGBTQ+, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us at info@saifsociety.ca

If you're interested in joining our passionate and dedicated team and feel you fit this role, please submit your application directly to Areni Kelleppan, Executive Director areni@saifsociety.ca. Please note that resumes submitted without a cover letter will not be considered. We appreciate all those who take the time to apply but only those selected for an interview will be contacted. Thank you.