

**GENERAL INFORMATION**

<b>Job Title:</b>	Communications and Public Relations Summer Assistant
<b>Department:</b>	Communications
<b>Date of job description:</b>	April 2 <sup>nd</sup> , 2024
<b>Job reports to:</b>	Team Leader of Communications and Public Relations

**JOB DESCRIPTION SUMMARY**

Under the supervision of the Team Leader of Communications and Public Relations, the Communications and Public Relations Assistant will support various aspects of communications and public relations initiatives within the organization. This internship opportunity is open to full-time college/CEGEP or university students currently enrolled or enrolled to begin studies in September 2024.

**CORE RESPONSIBILITIES & DUTIES**

Core Responsibilities	Duties
<ul style="list-style-type: none"> <li>• Content Creation and Coordination</li> </ul>	<ul style="list-style-type: none"> <li>➤ Collaborate with the Communications Team to create compelling content for organizational materials, including newsletters, reports, and digital media.</li> <li>➤ Assist in managing and updating the organization's website content to ensure relevance and engagement.</li> <li>➤ Contribute to the design of visually appealing graphics and displays for various publications and advertisements.</li> </ul>
<ul style="list-style-type: none"> <li>• Community Engagement and Event Support</li> </ul>	<ul style="list-style-type: none"> <li>➤ Support the coordination of community engagement initiatives, including event organization and promotional campaigns.</li> <li>➤ Assist in planning and executing events to foster community connections and promote organizational objectives.</li> <li>➤ Attend events and provide logistical support to ensure smooth operations and positive participant experiences.</li> </ul>
<ul style="list-style-type: none"> <li>• Professional Development and Team Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>➤ Participate actively in team meetings and training sessions to enhance skills and knowledge in communications and public relations.</li> <li>➤ Embrace opportunities for growth and learning within the role, seeking out ways to contribute effectively to the team's objectives.</li> <li>➤ Collaborate closely with team members to ensure consistency in messaging and alignment with organizational goals across all communication channels.</li> </ul>

**Performs any other job-related duties as may be required by the immediate supervisor.**

**ENVIRONMENTAL FACTORS**

<b>Types of Schedule:</b>	<ul style="list-style-type: none"> <li>➤ 30-hour work week (9 am – 4 pm)</li> <li>➤ Ability to work flexible hours for events that may take place.</li> </ul>
<b>Stress Factor:</b>	➤ Moderate stress with some periods of high stress
<b>Deadlines:</b>	➤ Normal deadlines (planned)

**ACCOUNTABILITY**

- To diligently perform assigned duties in accordance with organizational policies and guidelines.
- To actively contribute to communications and public relations initiatives, supporting team objectives.
- To represent the organization positively and professionally in all interactions.
- To ensure timely completion of assigned tasks, demonstrating efficiency and effectiveness.
- To assist in the preparation of reports, newsletters, and other communications materials as required.
- To collaborate with team members and provide support as needed, including assistance in organizing events.
- To maintain honesty and integrity in all communications activities.
- To deliver tasks with attention to detail and quality.
- To respect confidentiality and handle sensitive information with care.
- To focus solely on organizational responsibilities during the tenure

<b>QUALIFICATIONS</b>	
<b>Education and Experience required</b>	<ul style="list-style-type: none"> <li>➤ <b><u>Specify education and experience required.</u></b></li> <li>➤ Currently enrolled in Cegep or enrolled to begin September 2024</li> <li>➤ Currently enrolled in university or enrolled to begin September 2024</li> </ul>
<b>Skills &amp; Requirements</b>	<ul style="list-style-type: none"> <li>➤ <b><u>Specify skills and requirements.</u></b></li> <li>➤ Currently enrolled or enrolling to begin studies in September 2024 as a full-time college/CEGEP or university student.</li> <li>➤ Willingness to learn and adapt, with the ability to acquire new skills.</li> <li>➤ Strong written and verbal communication skills.</li> <li>➤ Ability to multitask and work effectively under pressure.</li> <li>➤ Excellent organizational and time management skills.</li> <li>➤ Familiarity with social media platforms and basic computer skills.</li> <li>➤ Interest in Kanien'keha culture and community organizations.</li> <li>➤ Able to work flexible hours when required.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> <li>➤ A valid driver's license and access to a vehicle is a requirement as some travel is required.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien'keha</li> <li>➤ Knowledge of graphic design software (e.g., Adobe Creative Suite) is a plus.</li> <li>➤ Familiarity with print and digital media.</li> <li>➤ Understanding of public relations principles.</li> </ul>

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**Immediate Supervisor**

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**Incumbent**

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**Date**

**Deadline:** Friday, May 10, 2024

To apply send Resume and Cover Letter to Tish Pungartnik  
[tishp@kscskahnawake.ca](mailto:tishp@kscskahnawake.ca)