



JOB POSTING

Position:	Communications Assistant, KSSEP Summer Student
Organization:	PlanIt Consulting & Communications
Duration	May 20, 2024 to August 9, 2024 (12 weeks)
Salary:	\$20.00 - \$24.00 per hour
Education:	University level

Purpose:
To provide communications services for PlanIt team and our client projects.
Personal Attributes:
PlanIt's Communications Assistant has a curious, friendly nature and enjoys interacting with people from all walks of life. S/he possesses a very good eye for detail, has a creative and resourceful way of thinking, and is respectful to everyone. Always willing to try something new.
Roles & Responsibilities:
<ul style="list-style-type: none"> • Maintains (or learns how) Squarespace website and social media platforms • Creates graphic materials for print and social media • Writes and edits creative and business content • Takes photographs and films video footage • Assist with various projects including events • Undertakes any related secondary tasking and responsibilities deemed necessary • Participates in staff meetings
Knowledge, Skills, Abilities & Other Attributes:
<ul style="list-style-type: none"> • Strong communication skills, both oral and written • Excellent computer skills • Knowledge of Adobe software is beneficial • Ability to meet deadlines in a timely and efficient manner • Knows how our community ticks • Access to a vehicle is helpful
Working Environment: 30 hours per week at the PlanIt office.

Deadline to Apply: Wednesday, May 8, 2024

Email c.v. and letter of intent to: melissajeau@planitkahnawake.ca

All applicants must be registered with Tewatohnni'saktha KSSEP