



Tehshakotitsén:tha Kateri Memorial Hospital Centre

Established 1905

Summer Student Employment – Job Opportunity

POSITION	Communication Support Worker Determinate Full-Time 30 hours per week, Mon-Fri June 03 – August 9/23 (10/12 weeks)
JOB SUMMARY	<p>Communications Support Worker(s) will support the Communications and Public Relations Officer (KMHC) in day-to-day tasks within three (3) areas:</p> <ol style="list-style-type: none">1. Internal support: draft/send all-staff memos, maintain staff lists, assist with staff-event coordination (in-house)2. External support: draft communiques, maintain website content/Facebook page, collaborate with local news/media, assist with staff-event coordination (off-site)3. Media specialist: create and edit videos/tutorials, design posters/pamphlets, support with annual report <p>Students are expected to participate in weekly team meetings and should have some background in a communications-related field (school or past work experience). *Knowledge about the Kanien'keha:ka culture and language is an asset.</p>
REQUIREMENTS	Second (2) year CEGEP student, or, third-fourth (3-4) year University student
SALARY	<u>CEGEP (Level C):</u> \$16.50/hour x 10 weeks x 30 hrs/week <u>UNIVERSITY (Level D):</u> \$17.25/hour x 10 weeks x 30 hrs/week
DEADLINE	Friday, May 20, 2024 at 4:00p.m.
APPLICATIONS	<p>Please submit a complete application package, which includes:</p> <ul style="list-style-type: none">• Letter of Intent• Resume• Proof of Educational Requirements• Provide names and contact information of three (3) Professional References• A signed Privacy Waiver along with a photocopy of a valid photo Identification Card <p>Submit applications to: kmhc.hr.kahnawake@ssss.gouv.qc.ca</p>