

# KSSEP JOB DESCRIPTION

The Eastern Door

Communications Assistant

## ➤ Responsibilities:

### \* Social media production

- Create TikToks to assist in event coverage and in promotion of the newspaper.
- Generate social media ideas and liaise with the managing editor and multimedia coordinator.
- Assess efficacy of content on an ongoing basis.

### \* Youth outreach and strategy

- Assist in and lead projects to increase youth engagement with The Eastern Door.
- Generate ideas for outreach.
- Participate in social media strategy sessions.
- Support special events as needed.

### \* Photography and/or writing

- Take photographs of community events to be published in the newspaper or in posts.
- Take on writing assignments, as scheduling allows. The frequency will depend on how this task aligns with the student's desired outcomes.

## ➤ Requirements:

Registered for KSSEP

High school/CEGEP/University

Comfortable with TikTok and other socials

Motivated to engage with community

Interest in journalism is an asset



The Eastern Door is a community newspaper serving Kahnawake. The Communications Assistant will be tasked with social media and other aspects of newspaper production that interest them.



## Information

### **Duration:**

8-12 weeks starting in June (TBD)

### **Work Schedule:**

Monday - Thursday, 8:30-4

### **Wage Rate:**

\$17.60 - 19.25 depending on level



## Submit your CV

**Please contact the following to submit your application:**



450-635-3050



marcus@easterndoor.com



Marcus Bankuti



The Eastern Door, Kahnawake

### **Deadline to Apply:**

May 22, 2026