



# Employment Opportunity

## Communications Assistant

Part-time position beginning August 23, 2018  
This position is unionized with the MGEU, Local 433

\$16.96 per hour

*5-20 hours per week  
.25/or 5 hour minimum EFT*

The Communications Assistant reports to the Communications Manager (who reports to the General Manager and acts as day-to-day management on behalf of the Executive Director team and Board) regarding all operational duties of the Communications department, including:

- Social media channel monitoring, publishing, and website updates
- Content creation for online and print media
- Creation of brand materials for UWSA services and service centers
- Marketing and promotion of UWSA events and associated partnerships
- Internal communication support, including newsletters
- Support in creation of communication and marketing strategies
- Supporting communication development projects related to multiple campaigns of the UWSA, including attending events, taking photos, and meeting regularly with the Communications Manager.

### Experience and Qualifications:

- Post secondary education in the field of Communications, Marketing, or other areas if applicable
- Demonstrated knowledge and experience in social media management and analytics, including Facebook, Instagram, and Twitter
- Working knowledge and experience working with PhotoShop and InDesign
- Working knowledge and active experience with content management systems, including WordPress
- Excellent demonstrated English grammar skills
- Excellent demonstrated written and oral communication skills
- Excellent and demonstrated photography skills and experience using a DSLR camera.

Please submit applications with attached resumé to the General Manager at [generalmanager@theuwsa.ca](mailto:generalmanager@theuwsa.ca).

The UWSA is an equal opportunity employer and an accessible work environment.  
Accessibility accommodations can be made throughout the interview process and upon hiring.

***BIPOC applicants will be given preference***

**DEADLINE FOR APPLICATIONS IS AUGUST 16, 2018**