

## Communications Assistant

### Full Time – Summer Term Position

Up to 35 hours per week

12 week term

May to August



**Salary:** \$ 16.00 per hour

**Shift:** 9:00 p.m. to 4:30 p.m. Monday to Friday. Flexible hours may be required including evenings and weekends may be required to meet organizational needs.

### About 1JustCity

1JustCity supports over 1,200 people each week facing poverty, homelessness, mental health challenges, addiction, and social isolation.

In winter, we operate an emergency warming shelter offering a safe place to sleep, meals, showers, laundry, and evening activities such as movies, games, and culturally relevant programs.

### Responsibilities

- Support the strategic direction of 1JustCity's vision and goals.
- Assist with upkeep of Social Media and communications.
- Participate in maintaining the flow of information within the team.
- Answer electronic inquiries.
- Maintain electronic statistics including data entry, filing, shredding.
- Help with computer hardware and software.
- Assist in set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents.
- Provide customer service.
- Posting and/or creating content for social media.
- Create posters to advertise drop in and housing program events.
- Take photos for newsletters.
- Administrative tasks as assigned

## Qualifications:

- Must be under 30 years of age on employment start date and leaving or entering a post secondary school.
- You have a strong working knowledge of Social Media including Facebook, Instagram, TikTok, etc.
- Must possess the ability to create posters and posts using branding provided.
- You have excellent photography and videography skills.
- Must possess strong written, verbal, and interpersonal communication skills.
- Must be able to treat all people regardless of sex, religion, culture, gender identification, race, or colour with respect and acceptance.
- Must be able to set clear boundaries with guests.
- Adaptable with the ability to work flexible hours including early evenings and some weekends if required.
- Skilled in the use of Google Workspace; Canva, Mailchimp, Wix; able to operate office equipment.
- Some physical work, including lifting, bending, climbing stairs, carrying up to 50 pounds.
- Experience working and/or volunteering in community or non-profit organizations is an asset.
- Fast-paced environment with tight deadlines.
- Attention to detail.
- An understanding of trauma informed care and harm reduction principles.
- Must maintain a high level of confidentiality.
- Valid Manitoba Class 5 driver's license required.
- Access to a vehicle is an asset.
- NVCI, ASIST, CPR First Aid, Mental Health First Aid, or a Food Handler's Certificate is an asset.

*1JustCity is committed to employment equity, diversity, and inclusion and to creating a workplace reflective of the community we serve. We encourage applications from all qualified individuals, with a strong priority placed on increasing Indigenous representation on our team. We also welcome applications from racialized and 2SLGBTQIA+ individuals. Accommodations as needed are available upon request throughout the hiring process.*

Please submit a resume and cover letter to the attention of the Hiring Committee with the title of the position you are applying for in the subject line. A cover letter should indicate how your experience meets the job requirements. Please include contact information (telephone number and/or email address) in your application. Applications will be reviewed until the positions are filled.

Please apply on Indeed or by email: [jobpostings@1justcity.ca](mailto:jobpostings@1justcity.ca).

*Applications accepted until the position is filled. We thank everyone for their interest, however only candidates selected for an interview will be contacted.*