

Communication Specialist – Summer Student Position

Community Futures

Prince Edward County, Ontario



Community Futures Prince Edward Lennox Addington is a not-for-profit organization whose mission is to encourage and support local entrepreneurship and sustainable economic development through impact investing.

We provide strategic advice and access to capital to growing enterprises and social-purpose organizations contributing to economic diversification.

We manage: a core investment fund that provides affordable loans to entrepreneurs; an equity fund that supports early-stage innovative ventures; and a social impact fund that connects enterprises with investors seeking financial and social returns.

Job description

We are seeking a results-oriented and versatile self-starter to join a small team dedicated to achieving positive social impacts in our communities.

The Communications Specialist will be expected to develop a talent for: telling compelling stories across multiple channels that include social media and digital platforms; and staging successful public events that require liaising with the media and stakeholders. The tasks and responsibilities unique to this role include the following:

- Social media updates and analysis – In addition to shaping the organizations voice and maintaining social media accounts, the successful applicant will be in charge of weekly social media reports on post engagement, reach, and shifting demographics.
- Website updates – The successful applicant will learn to navigate and update a variety of websites using off-the-shelf software and tools.
- Event Planning – The Communications Specialist will organize media events for local businesses, entrepreneurs, associations, and other stakeholders.
- Stakeholder Relations – The Communications Specialist will be expected to sit in on meetings, take notes, and participate in conversations with important stakeholders. While this will not be a primary responsibility, it is an important skill that the successful applicant will get to develop.
- Graphic Design – The successful applicant may be asked to assist in creating suitable graphics for project launches, program promotions, events, and other opportunities.

Requirements:

- Fluent in English
- Between 15-30 years of age
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection act*, and
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

We are an equal opportunity employer that welcomes and advances diversity.

Number of positions: 1

End Date: 2019-08-26

Hours per week: 35

If you are interested in applying for this position, please send a CV by noon on Friday June 14 to: ed@pelacfdc.ca

Only those applicants selected for interview will be contacted.