



Communications Assistant

(Contingent upon receipt of funding from the Canada Summer Jobs Program)

- Duration of this position is 16 weeks @ 35 hours/week (560 hours).
- Home office environment with access to a computer and internet is required.
- Bilingual an asset.
- Compensation is \$18.00/hour.
- The Canada Summer Jobs program is open to individuals between the age of 18-30 years old.
- Candidates meeting these requirements will be screened and offered an interview.

This position will be responsible for contributing to Migraine Canada's digital communications channels. Primary responsibilities include assisting in copywriting and designing of critical publications, including the e-newsletter, and managing and updating the website. The successful candidate will support the communications specialist in coordinating several exciting and critical digital tactics and executions, including but not limited to content planning, production, and publishing across multiple social media channels. Experience with vertical video is considered an asset. The team at Migraine Canada all contribute to administrative tasks that may not be outlined in essential duties.

ESSENTIAL DUTIES:

Social Media

- Collaborate on planning/brainstorming new content leveraging existing long-form content, website, and resource publications.
- Create error-free and high-quality digital content with the aim of increasing awareness, engagement, and fundraising.
- Assist in daily engagement and community management on all social media channels.
- Assist in the planning content calendars, campaigns and promotions for monthly events.
- Help grow membership across Canada by increasing reach and engagement on all social media platforms.
- Assist in creating content (images, video, reels, Tik Tok).
- Have interest in social trend spotting to keep content relevant and timely.
- Assist in building media lists and connections.
- Assist in building connections with creators and sourcing user generated content.
- Perform other duties as required.

SKILLS REQUIRED:

- Understanding of Canva for content creation.
- Solid understanding of content creation for all social media platforms (Facebook, Instagram, Tik Tok, Twitter, LinkedIn).
- Excellent writing skills.
- Willingness to learn and develop skills.
- Ability to work independently.
- Proven problem-solving/multitasking skills.
- Strong verbal and written communication skills.
- Attention to detail and design.

EXPERIENCE REQUIRED:

- Experience writing content in the areas of health.
- Expertise in a variety of social media channels (Facebook, Twitter, Instagram, LinkedIn etc.) and new/emerging platforms and tactics.
- Experience developing, designing, and executing social media strategy.
- Bilingual capacity (English and French) and ability to translate an asset.
- Experience designing content for social media including use of design such as such as Photoshop or Canva.

Career Related Fields of Study

- BUSINESS/PROJECT MANAGEMENT: experience managing a project with multiple tasks requiring execution simultaneously.
- COMMUNICATIONS/SOCIAL MEDIA: hands-on experience using social media and professional communications in an organizational context to promote the mission of a national, non-profit charitable organization.
- NON-PROFIT ADMINISTRATION: exposure to multidisciplinary skills required to effectively manage a non-profit organization including fundraising, project management, budgeting, and advocacy.

Interested candidates can email executivedirector@migraineCanada.org including a cover letter and resume.