



Job Title: Information and Communications Manager (*Canada Summer Jobs*)

Contract: Full Time (*35 hours per week*)

Contract Start date: Monday June 24th, 2024

Contract End date: Monday August 16th, 2024

Reports to: Communications & Outreach Coordinator

Deadline to apply: Friday May 21st, 2024

Background

ACSA Community Services is a non-profit, multi service agency addressing needs and empowering children, youth, newcomers, homeless, and otherwise underserved communities. Our core programs include housing and outreach programs, food security programs, newcomer services, youth outreach and therapy programs, child and family programs, early years' programs, and community engagement.

Summary of Job Function

ACSA is seeking a motivated, knowledgeable, social media-savvy individual to further develop our social media presence, to support in content creation, and in the development of outreach materials and resources.

Canada Summer Jobs Eligibility Criteria:

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International students are not eligible participants. Recent immigrants are eligible if they are Canadian citizens or permanent residents

Duties:

- Develop and implement a comprehensive social media strategy to increase ACSA's online presence and engagement across various platforms.
- Create and curate engaging content (including graphics, videos and written content) for ACSA's social media channels, ensuring consistency with organizational messaging and branding.
- Monitor and analyze social media metrics and statistics to optimize performance and identify areas for improvement.
- Collaborate with ACSA departments and programs to integrate social media initiatives with broader communication and outreach efforts.
- Stay up to date with industry trends and best practices in social media marketing and communication to inform strategy development.
- Assist in the development of outreach materials, including but not limited to

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- brochures, flyers, and newsletters.
- Support in the coordination of online events, campaigns, and fundraising efforts.

Qualifications:

- Experience in working on various social media platforms (Facebook, Twitter, Instagram, TikTok, LinkedIn)
- Experience working in the not-for-profit sector.
- Experience using applications such as Canva, Adobe Creative Suite, Google, and Microsoft software etc.
- Strong communication, organizational, multitasking and time management skills.
- Ability to work independently and collaboratively in a fast-paced environment, managing multiple priorities and deadlines effectively.
- Self-starter, capable of taking initiative to identify and resolve problems.
- Ability to work and collaborate with cross-functional teams.
- Passion for social justice issues and commitment to ACSA's Mission and values.
- Knowledge of SEO principles and experience with social media advertising is an asset.
- Photography and videography experience are an asset.
- Fluency in a second language is an asset.

Please apply via email (Resume, Cover Letter and/or Portfolio) to:

ATTENTION: Karthiga Kalaichelvan

Email: kkarthiga@agincourtcommunityservices.com

*(Please quote **Communications Officer** in the subject line of email)*

NO PHONE CALLS PLEASE.

ACSA is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, Aboriginal peoples, persons with disabilities, and/or persons of any sexual orientation, gender identity, and gender expression.

We thank all applicants for their interest in the position. However, only shortlisted applicants will be contacted for an interview.

If you are contacted by ACSA regarding a job opportunity and need accommodation throughout a hiring process, please contact **Yamini DeCosta** HR Generalist and DEI Officer at hr@agincourtcommunityservices.com.

This address is for accommodation inquiries ONLY. Job applications sent to it will not be considered.

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