



Communications Specialist Intern

The Oakville Arts Council is a charitable, not-for-profit arts umbrella organization working to grow the community's engagement in the arts and champion artistic development.

A paid communications internship will be available with our organization during the summer of 2017. This position will provide an opportunity to gain direct, practical experience in communications. Reporting to the Executive Director, you will work with the Oakville Arts Council on tasks including writing, internal/external communications, media relations, marketing, event planning, web-site maintenance and office administration.

Ability to provide written content for print and electronic mediums will be a key requirement of the position. You will be required to generate content for/assist with media releases, newsletters, advertising, promotions, website and social media channels. Some photography work may be required including processing and maintaining electronic photo files. Administrative tasks may include updating the membership database, maintaining our online calendar and other administrative tasks related to the implementation of communications and marketing plans.

Essential skills include excellent writing, inter-personal communication and organization. Familiarity with Adobe CS3 (InDesign and Photoshop) and Microsoft Office products (Word, PowerPoint, Excel, Outlook) would be an asset as well as a basic understanding of html coding. You must manage your time effectively, meet deadlines and be flexible to changing priorities. All aspects of the job require you to exercise diplomacy, confidentiality and professionalism. Familiarity working with volunteers would be an asset.

Due to the nature of the job, some evening and weekend work may be required; time in-lieu will be given. Specific goals will be mutually agreed upon and documented. You will receive ongoing feedback, direction and mentoring through regular meetings with the Executive Director.

Funding for this position comes from the Canada Summer Jobs Program. To be eligible to participate in the CSJ initiative, individuals also must:

- ***be between 15 and 30 years of age at the start of the employment;***
- ***be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,***

• *be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.*

Hourly Rate: \$14.00
Hours per Week: 30
Number of Weeks: 9
Job Start Date: May 15, 2019
Contact: Bernadette Ward, Executive Director
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