

**Communications and Marketing Summer Student
Temporary Position – Up to 16 Weeks
Two Full-Time Positions**

WIN House provides individuals and their children fleeing violence crisis response and intervention, safe temporary accommodation, and support for basic needs.

Are you a Communications Student seeking an opportunity to gain some hands-on experience in a fun, fast-paced, not-for-profit environment? We have an opportunity for a paid practicum for a period of up to sixteen weeks, with an immediate start date.

Here's an idea of what you'll do:

- Assess and adapt plans to effectively execute projects to meet goals and timelines.
- Develop, implement, schedule, and monitor social media content across various platforms.
- Promote programs, services, and stories to key audiences including funders and other supporters, residents, staff, and key external partners.
- Develops and executes effective marketing, communications, and engagement to support WIN House projects, programs, and initiatives.
- Build brand awareness through various media outlets.
- Engage with and provide relevant content to diverse audiences on the topic of violence and violence prevention.
- Develop multimedia content using various tools and softwares such as Canva and Adobe.
- Develop, implement, and monitor various internal and external communications across various platforms including: websites, social media, direct mail, and print.
- Develop and create content for various platforms including: websites, social media, direct mail, and print.
- Complete independent work, assigned tasks, and collaborative initiatives as needed.
- Work collaboratively with the fund development team and other staff to meet the goals of the organization.

Requirements include a minimum of two years of related post-secondary education, expertise in MS Office, and a high degree of professionalism, initiative, and willingness to take on new challenges.

Standard hours of work are 8:30 to 4:30 from Monday to Thursday and from 8:30 to 2:30 on Fridays. Win House offers a pet-friendly, team-oriented working environment. The rate of pay for this term position is \$18/hour.

Please submit your application, citing the position you are applying for, to HR@winhouse.org.

The successful candidate will be required to submit a Criminal Record Check including a vulnerable sector check, a current Child Welfare check, provide evidence of being fully immunized against COVID-19, and must be willing to sign an Oath of Confidentiality.

WIN House is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.

Suitable applicants will be contacted directly.