



## Summer Student Posting: Communications Officer

The Regional Diversity Roundtable (RDR), a federally incorporated charitable non-profit organization based in Peel Region, committed to building anti-racism anti-oppression (ARAO) - diversity equity inclusion (DEI) competency in the human services sector. RDR's objective is to institutionalize ARAO - DEI in core values, structures, workforces, policies, and services locally, nationally and globally through a collective impact framework. RDR is instrumental in shaping and developing multiple network tables with a focus on newcomers, racialized people, marginalized groups, issue- focused advocacy tables, along with guiding strategic policy development and implementation.

We're looking for an enthusiastic summer student to join our team as a **Communications Officer** and contribute with creative ideas to help achieve our goals, mobilize RDR's projects and services.

**Contract Period: May 10<sup>th</sup>- July 5<sup>th</sup>, Full Time position.**

**Apply by email to:** [chair@regionaldiversityroundtable.org](mailto:chair@regionaldiversityroundtable.org) no later than **May 5<sup>th</sup>, 2021, 5 pm**. Early resumes are welcomed.

### Responsibilities

- Create & Promote RDR's ARAO-DEI workshops, events, e-newsletters, and conference
- Analyze digital data to draw key recommendations around website optimization
- Conduct social media audits to ensure best practices are being used
- Maintain digital dashboard of several different accounts
- Coordinate with core team in creating marketing campaigns
- Prepare emails, blogs, social media posts to send out to target groups
- Monitor key online marketing metrics to track success
- Ensure the messaging is consistent with RDR's brand and values
- Help implement RDR's Strategic Plan, and Communications Strategy

### Qualifications

- Experience in communications, such as; executing social media campaigns and Digital Marketing
- A sound understanding and commitment to diversity, equity and inclusion and its implementation in the human service sector
- Working towards Diploma/Graduation program in Public Relations, Journalism, Marketing, Communications, or equivalent.
- Knowledge of video and picture editing software such as Adobe
- Incredible attention to detail, problem solving skills and team player
- Strong professional writing and proofreading skills
- Knowledge of web content management systems and demonstrated understanding of key social media platforms
- Availability to work occasionally evenings and weekends (flexible hours)

Pay: Commensurate with student rate + MERC

Remote work available.

We are committed to equitable selection/hiring practices. We will make reasonable accommodations, based on any of the human rights protected grounds, to support candidates.

For more information please contact RDR at: [rdr@regionaldiversityroundtable.org](mailto:rdr@regionaldiversityroundtable.org)