



Summer Student Posting: Communications Officer

Position Type: Full-time, contract for 8 weeks
Date Posted: April 25, 2022
Application Deadline: May 13, 2022

The Regional Diversity Roundtable (RDR), a federally incorporated charitable not-for-profit organization located in Peel Region, is committed to institutionalizing and advancing anti-racism, anti-oppression, diversity, equity, and inclusion (ARAO-DEI) in member organizations, human services sector, and the community.

RDR is looking for a passionate summer student to join as a **Communications Officer** to support the communications channels of various projects hosted by RDR.

Responsibilities

- Create and promote resources to support RDR projects.
- Write and create content for social media posts.
- Prepare emails, blogs, and newsletters to send out to target groups.
- Assist in the implementation of the Strategic Plan and the Communications Strategy.
- Help to prepare communication plans for upcoming events and webinars.
- Prepare and deliver presentation materials for events.
- Create visually engaging and persuasive communications materials using Canva and other designing software.
- Coordinate with the RDR team and contractors to create marketing campaigns.
- Analyze digital data, conduct social media audits, track metrics to ensure website optimization and continued use of effective practices.



Qualifications

- Experience in communications, such as: executing social media campaigns and Digital Marketing.
- A thorough grasp of, and dedication to, diversity, equity, and inclusion, as well as its application in the human services sector.
- Exceptional written and verbal communication skills.
- Should be enrolled in an Undergraduate or Graduate Degree/Diploma/Certificate Program in Public Relations, Journalism, Marketing, Communications, or equivalent.
- Ability to work well with a team and as an individual contributor.
- Strong organizational skills.
- Competency in computer applications related to marketing, communications, digital creations, including Office 365, Adobe, and PowerPoint.

Pay: Commensurate with student rate + MERC

Apply by email to: chair@regionaldiversityroundtable.org no later than May 13, 2022, 5 pm.

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