



Summer Student Posting: Communications officer

Position Type: Full-time, contract for 8 weeks
Date Posted: May 4, 2023
Application Deadline: May 19, 2023

The Regional Diversity Roundtable (RDR) is a charitable not-for-profit with organizational membership. This network is committed to building inclusion and diversity competence that results in the institutionalization of equity in members' core values, structures, workforce, policies, and services.

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 in 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 a Diploma or Graduation 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 19, 2023, 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