



## **Summer Job Posting: Communications Officer**

**Position Type** : Full-time, 8-week contract

**Date Posted** : April 22, 2024

**Application Deadline** : May 6, 2024

The Regional Diversity Roundtable (RDR), a federally incorporated charitable not-for-profit located in Peel Region, is committed to institutionalizing and advancing anti-racism, anti-oppression, diversity, equity, and inclusion (ARAO-DEI) in member organizations, the 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 for distribution to target groups.
- Assist in implementing the Strategic Plan and the Communications Strategy.
- Help 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 design 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 continue the use of effective practices.

### **Qualifications:**

- Experience in communications, such as executing social media campaigns and digital marketing.
- A thorough understanding of and commitment to diversity, equity, and inclusion, and 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 both in 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 rates + MERC

Apply by email to: [chair@regionaldiversityroundtable.org](mailto:chair@regionaldiversityroundtable.org) no later than **May 6, 2024, 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](mailto:rdr@regionaldiversityroundtable.org)

The Regional Diversity Roundtable  
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