

Communications Assistant – Temporary Youth Placement

Communications Team

This role is being partially funded by the Canada Summer Jobs Program.

Wage: \$20.45/hr

About Porchlight

For 86 years, Porchlight Counselling and Addictions Services has been supporting our community with counselling, building healthy relationships, community engagement, addictions services, and targeted supportive housing. We want everyone to have access to affordable, caring, person-centred, trauma-informed, culturally appropriate supports that meet their unique needs.

Our vision is for a community where there is equality, respect, empathy, and inclusion, and this is why we get up in the morning and do the work that we do. Our team enjoys working collaboratively and we strive to value each other, because we know people are our most important resource. Our staff and volunteers work to support each other and value a healthy work-life balance. We see our clients as people first and aspire to walk alongside them towards growth and healing. We invest in our staff and work to support their growth as both individuals and team members. That's where you come in.

The Role

Porchlight is seeking a motivated and detail-oriented Communications Assistant to support our charity's fundraising, grant writing, and communications efforts. This role may include planning and executing digital advertising, researching and writing grant applications, and attending in person events that promote the organization. This role is ideal for someone passionate about making a difference and skilled in written communication, organization, and donor engagement.

Qualifications

- Ontario Secondary School Certificate, or equivalent
- Ability to carry ~18kg up to 100m over paved or unpaved surfaces.
- Strong interpersonal skills, including the ability to speak in a confident and friendly manner to small groups of strangers.
- Excellent writing and proofreading skills, with a strong grasp on the rules of grammar.
- Familiarity with social media tools.

- Experience with at least one of: Written advertising, fundraising, graphic design, or grant writing.
- Demonstrated commitment to community service, with preference given to those with knowledge related to mental health or addiction.
- A valid driver's license, with preference given to those with access to a reliable vehicle.
- Must be between the ages of 15 and 30 (requirement of Canada Summer Jobs program)

Key Responsibilities:

- Attend events on behalf of Porchlight, providing information about the organization to those who inquire.
- Assisting with the planning and execution of digital communications that advance the organization's goals.
- Researching and writing grant applications and pursuing other funding opportunities.
- Other communications & fundraising related activities, as assigned.

Employment Conditions:

The successful candidate will be offered a temporary full-time position with the agency (5 days/35 hours per week) for a term of 8-12 weeks. Compensation is \$20.45/hr.

This is a new role, and a vacancy currently exists.

Application Instruction:

As a community-based organization, we strongly encourage applications from candidates who reflect the diversity of our community including those who identify as Black, Indigenous, racialized, living with a disability, and/or 2SLGBTQIA+.

Interested applicants should submit their cover letter and resume to Jonathan Cassels, Fund Development & Strategic Communications Lead, at jonathanc@porchlightcnd.org stating the job title in the subject line. This posting will close when a candidate accepts an offered position.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No phone calls or email inquiries please.