



Job Description: Communications Assistant (Student, Summer/8 Weeks)

Start date: June 23rd

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

Qualifications

- Ontario Secondary School Certificate, or equivalent
- Must be enrolled, or have been enrolled during the Spring 2025 semester, in an accredited Canadian academic institution.
- 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, 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.

Organizational Relationship:

Reports to *Executive Director*

Receives daily direction from *Fund Development & Strategic Communications Lead*

Job Summary

We are 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.

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.

Interested applicants should send resume and one page cover letter to Jonathan Cassels, Fund Development & Strategic Communications Lead, at jonathanc@porchlightcnd.org.