



Communications Intern

The Yellow Door is an intergenerational organization running programs and activities to bring youth and the elderly together in the promotion of mental and physical health and the prevention of urban social isolation amongst all ages.

Under the direct supervision of the *Executive Director*, the *Outreach Intern* will be responsible for:

- Investigating social media best practices and strategies for small community organizations; drafting a short report of the findings
- Reviewing current social media strategies; making recommendations, as needed
- Assisting with online outreach including recruiting more members, volunteers, and participants, and increasing exposure of the YD's work in the community
- Liaising with other community groups in relation to the COVID pandemic, as needed
- Conducting research on ways to fundraise online

Qualifications:

- CEGEP diploma or an undergraduate degree in a related discipline (communications, public relations, marketing, digital media, etc)
- Experience with social media outreach
- Experience working or volunteering with a non-profit, an asset
- Fluent, spoken and written, French and English
- Fluent understanding of the Windows environment and MS Office software

Conditions:

The position part-time (15 hours per week for 16 weeks) starting mid-June. The hourly wage is set at \$15.50. The candidate must meet the requirements of the Canada Summer Jobs Intern program*:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

How to apply:

Please send a short (1 page) cover letter and resume to Kaitlin Fahey at director@yellowdoor.org before 9AM on May 31st. Applications without cover letters will not be considered.