

Position: Communication Coordinator (Canada Summer Jobs funding program)

Reports to: Executive Director and Office Manager. Please forward resume to patti@icof-life.ca

Innovative LIFE Options Inc. is a non-profit organization that supports adults with an intellectual disability to live successfully and independently in the community.

PRIMARY RESPONSIBILITIES

Provide support of a Communication Strategy:

The focus of the job will be the management of a video series project.

This position will assist with the development and implementation of a series of videos. (3-5 minute video clips or stories).

The successful candidate will assist with the full development of the videos (including research, story writing, and set determination, creation, videotaping, posting and promoting the series.)

Additionally the successful candidate will provide support –

In the drafting, design and editing of communications copy (e.g. press releases, publications, marketing materials, social media posts)

Assist in maintaining web content

Assist with executing and maintain social media strategies

Collect and updating databases, in house library and media lists

Provide some administrative and clerical support to the team.

Collaborates with the LIFE team on integrating projects into existing initiatives.

Other duties and projects as assigned

MINIMUM QUALIFICATIONS:

Interest and/or experience in videography, event management, public relations and Office Administration are a strong asset.

Knowledge of Word, Excel and Adobe

Proficiency in research and problem solving skills.

Must be able to work independently and possess organizational skills to maintain a high level of accuracy, attention to detail and meeting all required deadlines.

Must possess a high degree of resourcefulness, flexibility, adaptability and be able to work effectively and independently at times.

Possess excellent communication skills.

Ability to work in a manner that exemplifies the core values of Innovative LIFE Options (see attached)

English language literacy skills sufficient to write/script video clips, complete and review documentation, promotional materials, adhoc reports, etc..

Interest and/or experience working in the disability community will be an asset.

Holds a valid driver's as some travel may be required.

JOB DETAILS:

Canada Summer Jobs (CSJ) is an initiative that provides wage subsidies to employers to create employment for secondary and post-secondary students.

To be eligible, you must:

Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.

Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act

Be legally entitled to work in Canada in accordance with Manitoba legislation and regulations.

Schedule and salary as outlined in the Canada Summer Jobs funding program at 30 hours per week for an 8 week contract beginning mid-June ending August 2018 at \$12.50 per hour.

DEADLINE for APPLICATIONS is Tuesday May 29th

If this sounds interesting to you, Please forward a cover letter and resume to patti@icof-life.ca



OUR VISION

Is to inspire, to include and to innovate!