

# **Social Media Assistant – Canada**

## **Summer Jobs (2024-202-CS)**



Phone :

Web :

### **Job Summary**

---

Vacancy :

Deadline : Jul 11, 2024

Published : Jun 11, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

---

### Program Overview – Public Affairs, Central Services

The Public Affairs team at WoodGreen is responsible for Government Relations, Marketing and Strategic Communications. This team works across all business units, and directly supports the President & CEO, The WoodGreen Foundation and WoodGreen's Leadership team, to raise the profile of WoodGreen as a leader, innovator, and champion of change in social service delivery through strategic marketing and communications activities with government, media, sector partners and other key stakeholders.

### What You Will Do

- Writing blogs and developing other social media content.
- Media monitoring reports and developing media lists.
- Social media analytics reports.
- Support with digital marketing initiatives.
- Research communications trends, best practices, etc.

### What You Bring to the Team

- Post-secondary degree in a related field of study in progress or completed.

### Must meet the participant requirements under the Canada Summer Jobs Agreement with Employment and Social Development Canada as outlined:

- be between 15 and 30 years of age at the beginning of the employment period\*
- 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.

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

### What Will Set You Apart

- Ability to provide strong communication; both verbal and written.
- Ability to work independently in a fast-paced environment.
- Strong Microsoft Suite (PowerPoint, Excel, Project, Teams) and Outlook skillset.
- Ability to manage time and multiple priorities effectively.
- Familiarity with social media platforms (Facebook, Instagram, Twitter, and LinkedIn), Canva, and other digital communications tools.
- Desire to learn.

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our People & Culture representatives at [careers@woodgreen.org](mailto:careers@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.

---

## Education & Experience

---

### Must Have

---

## **Educational Requirements**

---

## **Compensation & Other Benefits**

---