



Communications Assistant (Pending Funding)
Fixed Term, Full Time (37.5 hours/week)
Term: May - August 2019 (16 weeks)
Location: 601 Christie Street, Toronto ON
Salary: \$14/hour

Not Far From The Tree (NFFTT), a project of Tides Canada Initiatives Society, puts Toronto's abundance of local fruit to use by picking and sharing the harvest with social service agencies across the city. NFFTT has picked and shared over 160,800 pounds of fruit since 2008, and schedules over 300 fruit picks per season.

Tides Canada is dedicated to a healthy environment, social equity, and economic prosperity for all Canadians. We bring giving, investing and doing under a single roof so that we can accelerate positive change, achieve greater impact and advance solutions across Canada.

The Opportunity

We are seeking a creative, skilled communicator for the position of Communications Assistant to help implement NFFTT's communications, marketing and social media strategy. Working with the Project Team, you'll produce engaging communication content that highlights the activities, achievements and stories of NFFTT's fruit picking program and community events. You'll help promote NFFTT programs and events, engage our constituents and boost follower engagement.

Who We're Looking For

- You're a self-starter with a desire to learn and try new things
- You love storytelling and communicating impact
- You love producing new and creative content through a variety of different channels, and are a social media expert
- You have an eye for design, and are able to create beautiful marketing materials that convey a message
- You're an effective communicator, with excellent writing and grammar skills
- You're also and happy to get outside, attend fruit picks, and interact with our volunteers and community

Key Responsibilities

- Take video footage and/or photographs at fruit picks and community events, and interview NFFTT constituents to produce impactful communications and social media content
- Create beautiful and engaging posters, brochures, flyers and handouts to support NFFTT's programming
- Support and write content to be featured in NFFTT's newsletter and blog
- Schedule and post engaging, relevant content on NFFTT's social media channels, including Twitter, Facebook, and Instagram, and Facebook and Instagram stories
- Ensure a consistent voice and brand identity across communications, and that communications reaches a wide diverse range of stakeholders
- Track effectiveness of social media content and make recommendations to enhance engagement

Qualifications

- Able to work collaboratively with coworkers and a diverse group of stakeholders in a goal-oriented environment
- Graphic design expertise; ability to create materials that convey a compelling message
- Experience using Adobe Creative Suite, Canva, Hootsuite, Mailchimp and/or Wordpress to design and decimate communications
- Experience developing promotional content and written communication materials with a focus on storytelling for a variety of print and web channels
- Excellent communication, writing and editing skills
- Exceptional interpersonal and active listening skills, and the ability to engage stakeholders and program participants in interviews for story collection
- Experience assisting with organizational or non-profit social media management

This position is funded by Canada Summer Jobs. To be eligible, the successful applicant must:

- 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 your resume and cover letter to pickme@notfarfromthetree.org with “Program Assistant” in the subject line. Please note that hiring for this job is contingent on NFFTT receiving funding from Canada Summer Jobs. We’re accepting applications until Sunday, **April 14th at 11:59pm**.

Portfolio Materials: Please include one writing sample (one page maximum) and one example of graphic design, or a link to your personal portfolio in your application.

In your cover letter, help us understand why you’re an excellent candidate by addressing the following:

1. What excites you about working at Not Far From The Tree, and this position in particular?
2. Make connections with your resume — how have your past experiences will translate into success in this position?
3. Tell us why you think that you are our ideal candidate.
4. What skills or experiences do you look forward to developing during your time at Not Far From The Tree?

For more information about Not Far From The Tree and Tides Canada, please visit:

www.notfarfromthetree.org and www.tidescanada.org/ourprojects

As Not Far From The Tree is a project of Tides Canada, the selected candidate will be an employee of Tides Canada. Tides Canada is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer. Tides Canada and Not Far From The Tree will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation. Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted.