



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL JOB POSTING

Position: Refugee 613 Communications Specialist

Term: Summer 2024: June 24, 2024 – August 16, 2024 (8 weeks, 35 hrs/week)

Reports to: Communications Manager, Refugee 613

Are you between 15 and 30 years of age with experience producing outstanding content for social media? Are you passionate about using your writing and design skills to make a difference for immigrants in Ottawa? Refugee 613 needs you this summer!

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

About Refugee 613

Refugee 613 is Canada's leader in migration communications. Rooted in our local work in Ottawa, but also active at the national level, we provide our partners and the public with information, connection and inspiration to improve the welcome and integration of refugees. As part of our commitment to actively work to dismantle systemic racism, we strive to ensure equity and inclusion are embedded in our internal practices and services. Our small, energetic and diverse team highly values life experience, curiosity and creativity. We work hard, laugh a lot and care deeply about what we do.

Position Summary

This position is funded by the Canada Summer Jobs program to provide employment experience to youth between the ages of 15 and 30 years old. The Communications Specialist will play a vital role helping to implement Refugee 613's extensive communications activities.

Main Responsibilities:

- Assist with communications activities and executing Refugee 613's communications plan
- Write, edit and revise content for the Newcomer Info Hub Project, social media, newsletter and website
- Collect, review, analyze and make recommendations about content performance and how to optimize
- Support with qualitative research activities with stakeholders and partners (informational interviews, facilitated discussions) related to communications and share findings with team
- Support the planning, execution and promotion of webinars and other events
- Schedule emails, social media and other content as required.

- Administrative tasks as required, including coordinating with graphic designers, external vendors, filing expenses, and event support.

Candidate eligibility

The funder requires that successful candidates be:

- Between 15 and 30 years of age (inclusive) at the start of employment
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations

Please note: International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Languages required for this job:

English is mandatory (French or a third language is an asset).

Qualifications:

- Studies, training or ability to demonstrate experience in communications, graphic design, journalism, public relations or related fields
- Ability to write clear, engaging communications in English with excellent grammar and style
- Highly motivated, creative and organized
- Strong interpersonal, organizational and time-management skills
- Excellent verbal and written knowledge of English required; proficiency in another language is considered an asset
- Basic graphic design skills, particularly using programs like Canva and the Adobe Design Suite
- Ability to work with a small, mission-driven team in a sensitive, respectful manner
- Experience in working with people from diverse cultural backgrounds
- Strong work ethic and ability to multi-task and work independently
- Proficiency with Canva, Adobe Suite (particularly Photoshop and Indesign), YouTube Studio, Facebook/Instagram Creator Studio, as well as the full Google Suite, Mail Chimp, WordPress, Twitter, Facebook and Instagram

Salary: \$16.55/hour

How to Apply:

NOTE: Applications that do not follow these instructions will not be considered

Please send the following documents to HR Department at: recruitment@ociso.org, by May 22, 2024 by **12:00 p.m. (EST)** Rolling interviews will be conducted.

- **A brief cover letter, with the following file name:** NAME_CommSpecialist_CoverLetter. The cover letter should summarize in less than 250 words how you meet the Qualifications, listed above. **Do not just list your work history** in your cover letter. This is your chance to showcase your ability to write clear, concise and engaging content.
- **A resume with the following file name:** NAME_CommSpecialist_Resume
- **ONE sample of your communications or graphic design work is nice to have if available.** It can be a social media post, an infographic, a poster, etc.

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.