



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

INTERNAL/EXTERNAL JOB POSTING

Position: Refugee 613 Communications Specialist (Content Production)

Term: Summer 2024: July 8, 2024 - August 30, 2024 (8 weeks, 35 hrs/week)

Reports to: Production Manager, Refugee 613

Are you between 15 and 30 years of age with experience designing 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 (Content Production) will support the Refugee 613 content production team in developing content, particularly in graphic design, digital media production, writing, editing and promoting digital content and events in support of Refugee 613's extensive communications activities. This position would be most suitable for someone with skills and passion for digital design.

Main Responsibilities:

- Support the content production team with the development of graphic designs, illustrations, GIFs, short form video content and other visual media.
- Support the planning, writing and scheduling of social media posts and emails and content design using Canva and the Adobe Design Suite
- Support the execution of Refugee 613's communications plan by working with the team to fulfill

additional communications activities as needed.

- Support the maintenance of Refugee 613's web sites and analytics collection
- Fulfill administrative tasks as required, including vendor coordination, 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 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 are assets)

Qualifications:

- Studies, training or ability to demonstrate experience in communications, graphic design, journalism, public relations or related fields
- Strong graphic design skills, particularly using software such as Adobe Design Suite, Final Cut Pro, Canva, etc.
- Ability to write clear, engaging communications 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
- 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 cover letter, with the following file name:** NAME_CommSpecialistContentProd_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. Please tell us about your ability and experience designing digital content.
- **A resume with the following file name:** NAME_CommsSpecialistContentProd_Resume
- **One to three samples of your graphic design work.** 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.