



# Communications Assistant

## Full Time

*This role is partially funded by the [Canada Summer Jobs](#) grant program via the Youth Employment And Skills Strategy. In order to qualify, applicants must be between the ages of 15 to 30 years. Applicants do not need to be a student to qualify. Further eligibility requirements are listed below.*

### **About the Organization:**

Good Foot Delivery provides meaningful employment to the neuro-diverse community through a reliable, professional Courier service delivered via public transit and on foot. By providing employment to this population, we are innovatively delivering social change. At Good Foot we know that creating and fostering an inclusive environment is good business!

In addition to employment opportunities, we provide our Couriers personal and professional development opportunities through workshops, projects and social events. Most importantly, we have created a family that celebrates our Couriers and the neuro-diverse community.

### **About the Role:**

Good Foot is looking for a reliable Communications Assistant to provide administrative and technical support to the Business Operations team. The Communications Assistant will be responsible for supporting strategies that increase Good Foot Delivery's visibility, brand awareness and customer base. This role will involve the design, development and implementation of marketing, communication and business development strategies. The Communications Assistant will work to leverage research and brand materials across various channels to grow audiences. The ideal candidate will be successful if they are organized, detail oriented and an excellent communicator.

### **Duties and Responsibilities:**

- Coordinate the creation, design, writing and editing of a variety of marketing and media materials.
- Monitor relevant social media activity and metrics
- Prepare digital content designed to increase organizational profile, acquire customers or facilitate fundraising.
- Update digital platforms, including social media channels and the website
- Assist with various projects and tasks intended to grow the Courier business and improve organizational efficiencies

The above statements are intended to describe the general nature and level of work for the position. They are not intended to be a complete list of all responsibilities, duties, and skills required for this position. Duties and responsibilities may be added or changed as deemed appropriate by management.

### **Learning Opportunities:**

The Communications Assistant (participant) will have the opportunity to learn about inclusive employment while gaining strong experience in working with, and advocating for neuro-divergent individuals. The participant will have an opportunity to learn / apply marketing, communication and customer acquisition skills within the charitable sector. Professional growth for the participant in this position will be supported in an environment that values life-long learning for all of our team members. The participant will be supported on high level work, and they will develop independence and time management skills as they are in charge of completing their own day to day tasks.



### Qualifications & Requirements:

- Exceptional interpersonal skills
- Excellent written and verbal communication skills
- Excellent time management skills and the ability to meet deadlines under pressure
- Strong computer, organizational and analytical skills
- Ability to multi-task and prioritize in a fast-paced environment
- Ability to work independently, take initiative, and assume responsibility with minimal supervision
- Experience working as part of a small team
  - *Experience working on a team with people with disabilities is an asset*
- Applied understanding of basic marketing principles
- Familiarity with major social media platforms (Facebook, Instagram, LinkedIn)
- Basic image and video editing skills
- Basic knowledge of Google Workspace
- Work or volunteer experience at a social enterprise (or in a startup environment) is an asset
- *Occasionally, this position will accompany our staff in the field (on the TTC and at various locations throughout Toronto). Therefore applicants must be comfortable with this aspect of the role during the pandemic.*

### Canada Summer Jobs Eligibility Requirements:

- 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

\* See [“What youth participants are eligible”](#) for further information.

### Position Details:

- Full time, hourly \$17.75/hour, approximately 35 hours per week
- Number of weeks: 8 weeks
- Start Date: Immediately *preferred*, with some flexibility for the right candidate.
- Location: 720 Bathurst St. (Centre for Social Innovation, Annex Location), with remote work as an option in a part time capacity due to COVID-19
- Reporting to the Business Operations Manager

### To Apply:

Please email the Business Operations Manager, [ada@goodfootdelivery.com](mailto:ada@goodfootdelivery.com) your cover letter and resume in PDF format and include “Communications Assistant” in the subject line. Applications are due by May 30th, 2022 by 5:00 pm.

Good Foot is built on values of diversity, equity, and accessibility. Recognizing the unique contributions that individuals from marginalized communities bring to our organization, we encourage applications from people representing the diverse community we serve. Good Foot strives to create a respectful, accessible, and inclusive work environment. If you have any accommodation requests after filling out this application, please include them in your cover letter.