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## Sistering – A Woman's Place

### JOB POSTING

<b>Position:</b>	<b>Communications Assistant</b>
<b>Term:</b>	<b>(8 weeks) Full Time</b>
<b>Reports to:</b>	<b>Senior Communications and Development Associate</b>
<b>Hours:</b>	<b>35 hours per week including some evenings and weekends</b>
<b>Location:</b>	<b>957 Bloor St W or remote</b>
<b>Posting Date:</b>	<b>June 15, 2020</b>
<b>Application Review:</b>	<b>Ongoing</b>
<b>Application Deadline:</b>	<b>June 22, 2020</b>

Sistering is a multi-service agency which offers practical and emotional support to women and trans people facing a variety of challenging life circumstances, including poverty, homelessness, social isolation, mental health and trauma histories.

#### **Our Vision**

Sistering envisions a world where all women and trans people, in all our diversity, are valued; a world where we are safe and supported, treated with dignity, and given the respect we deserve. When opportunities are just and equitable, we can live life on our own terms.

#### **Our Mission**

Our goal is to create a safe, non-judgmental space for women and trans people who are socially isolated, poor, homeless or precariously housed. Guided by principles of Anti-Oppression and Anti-Racism, Sistering works to change the social conditions that endanger women and trans people's welfare.

#### **What We Do**

Sistering's programs include a low-barrier 24/7 Drop In, Housing and Case Support, Harm Reduction, Peer Outreach, On the Path to Employment and Spun Studio social enterprise, and individual and systemic advocacy.

#### **How We Do It**

Sistering operates on a trauma-informed and relationship-based model and our harm reduction philosophy is a core element of all the work we do: we are here to respond to participants' needs, where they are at, in the moment, to support participants to learn how to reduce harm and/or increase safety. And we recognize that their lives have meaning and value.

## **Position Summary**

The Communications Assistant will primarily support the Senior Communications and Development Associate to build Sistering's online engagement through its website and social media. This includes making updates to the website, monitoring Sistering's social media platforms (Facebook, Twitter, Instagram, and LinkedIn) as well as creating and posting content across channels. The Communications Assistant will also provide support to individuals and organizations that host fundraising events and campaigns to benefit Sistering. This includes tracking events, providing materials, promoting online and attending as a representative as needed. Other duties will include including supporting the development of communication materials such as flyers, infographics, newsletters etc. as requested by the Development Team and other program teams. This position falls under the Canada Summer Jobs Program and applicants must be below 30 years of age and legally eligible to work in Canada.

## **Responsibilities:**

- Ensure website is up-to-date
- Monitor and post content across social media channels
- Track, promote and support fundraising events and campaigns
- Develop communication materials as needed by the Development Team and other staff
- Other duties as assigned

## **Qualifications:**

- Understanding of (and experience working in) programs serving women with complex intersecting needs including homelessness, mental health issues, addictions and histories of trauma
- Strong communication skills, both written and oral, and ability to build effective relationships with participants, team members and community partners
- Comfortable with WordPress or other website platforms
- Experience with using social media, particularly for promoting an organization or a cause
- Familiar using Canva or other design tools
- Proficient with Microsoft Office Suite
- Ability to learn quickly and work in a fast paced environment
- Strong organization, attention to detail and time management skills
- Maintain a strong sense of confidentiality
- Additional languages besides English an asset

## **Work Conditions:**

The Communications Assistant works in the office and community with external accompaniments. There may be the risk of exposure to potentially unpredictable behaviours and situations. Sistering is a 24/7 operation. This work environment is a pet friendly facility and employees will be expected to be in the proximity of animals.

**Compensation: \$15 per hour**

We are an equal opportunity employer who values diverse lived experience. We welcome applications from individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code.

If you are contacted by Sistering regarding a job opportunity and need accommodation throughout the hiring process, please contact [humanresource@sistering.org](mailto:humanresource@sistering.org).

**To apply, please send your resume and a cover letter to: [sehamparam@sistering.org](mailto:sehamparam@sistering.org)**

**Subject: Communications Assistant (Summer Student)**