

ROI is Hiring!

ROI is looking for a resourceful, creative person to join our team as a **Communications Assistant**.

Job Title: Communications Assistant

Compensation: \$20/hour

Position Status: Full-time Contract

Number of Weeks: 8

Number of Hours per Week:37.5

Number of Positions: 1

Anticipated Start Date: June 1, 2022

POSITION SUMMARY

We are seeking a capable, enthusiastic individual to join the ROI team and support ROI communication activities. Drawing on your proven experience you will work effectively in a collaborative team to increase website engagement, create compelling creative assets and participate in the development of marketing strategies to inform larger communications plans and initiatives. Your creative spirit for innovation and exploration will add value to the overall goals and objectives of ROI by enhancing communication activities and fundraising initiatives. The Communications Assistant will be a key team member who will assist the Communications Team and ROI Executive with the production of deliverables including:

- Creation of graphic materials and website content
- Website moderation and asset management
- Database compilation and organization
- File management

You will have the opportunity to develop your communication skills by working in a collaborative and supportive team environment. The communications assistant will be integral in building ROI brand awareness through the creation and promotion of marketing materials, ROI events and activities. Your creativity and organization will be of great value in supporting social media campaigns. Working closely with the Communications Team, you will help to create a transformative, strategic approach to extend engagement activities of ROI throughout Ontario. In this way your work and contributions will have real impact and measurable results through analytics tracking and reporting.

JOB RESPONSIBILITIES:

- Use existing digital tools to support ROI websites and engagement activities.
- Help inform communication strategies, plans and activities by sharing your ideas and expertise.
- Participate in facilitation of engagement activities with ROI partners and stakeholders.
- Moderate website content, engagement forums, pages and groups.
- Use design and communication software and tools to develop creative assets for communication activities and fundraising campaigns.

- Support communications team at ROI events for photographic or videography assistance.
- Be a team player who brings a spirit of exploration and innovation to achieve ROI goals and objectives.
- Contribute to communication efforts that support all ROI program areas including AALP, Rural Change Makers and Data Resources.
- Organize activities collaboratively and share project responsibilities within the larger communications group to support collective goals, tasks, targets and objectives.
- Co-facilitate group sessions to encourage dialogue and program delivery.
- Update the ROI website and liaise with our website provider to troubleshoot issues or make improvements.
- Maintain and update contact lists and user databases.

QUALIFICATIONS AND EXPERIENCE:

- University degree or college diploma in graphic design, public relations/communications, media studies or related discipline with 1+ years experience or significant relevant experience will be considered.
- Enthusiastic, energetic, creative, team-oriented professional who enjoys working through all stages of communications and project activity/coordination and processes from initial ideation to final implementation and wrap up.
- Experience in communications planning
- Working knowledge of online communications tools, including website, social networking and member platforms, blogs, podcasts.
- Ability to create audio-visual and digital resources is essential.
- Well-developed verbal, written and presentation communications skills.
- Ability to build positive relationships internally and externally with others including sponsors, funders, stakeholders and program participants.
- Understanding of and ability to use and support various on-line event registration and meeting management tools.
- Proficiency in Microsoft Office and the Adobe Creative Suite.
- Understanding of website design best practices, and experience with WordPress.
- Understanding of print and web publications and familiarity with publishing, graphic design, web design, layout and document production.
- Ability to work with contact management software including Mailchimp.
- Photography and/or videography capture and editing experience.
- Digital animation an asset.
- Class G driver's license, access to an insured vehicle and the ability to work flexible hours as required.

A background or experience related to topics, areas of expertise or disciplines related to ROI program areas is an asset and might for example include:

- rural community development and sustainability;
- planning/municipal governance/economic development;
- non-profit capacity building;
- organizational development & governance;
- on-line engagement;
- agricultural sector and food; and/or

- leadership development.

As a team player you will support and contribute to the development of our communications plans. As a self-starter you will work independently to deliver on communications activities, timelines and workplan goals. The position requires an individual who is creative and results-oriented, enjoys working in a fast paced, small team environment with minimal supervision, who is organized and able to meet deadlines through multi-tasking. **The deadline for applications is Monday, May 23, 2022**

ADDITIONAL INFORMATION

This is a full-time temporary position and can be accomplished from a home office or remote location. Occasional on-site meetings will take place at the Rural Ontario Institute office north of Guelph, Ontario or other designated event.

Due to funding requirements the successful candidate must meet the following requirements:

- Between the ages of 18 and 30 inclusive (when the internship starts)
- A student, unemployed or underemployed.
- You must be a Canadian citizen, permanent resident of Canada or a refugee under the Immigration and Refugee Protection Act, Canadian citizen or permanent resident.

The Rural Ontario Institute offers a progressive and challenging team-oriented work environment. Please apply in confidence by email no later than Monday, May 23, 2022 sending your resume and cover letter highlighting any relevant personal accomplishments or motivations that reflect your potential success in the position.

Please apply to:

Ellen Sinclair, ROI Executive Director, esinclair@ruralontarioinstitute.ca with the following email subject line "Communications Assistant – Your Name"

We thank all those who apply. Only those candidates selected for an interview will be contacted.