



## Come Work with the JCCC this Summer!

With the support of Canada Summer Jobs, the JCCC is excited to announce the following Summer position.

Position: Media Assistant (part-time)

Period: May 10 – August 27

Hours: 17.5 hours/week

This position will:

- 1) Assist with designing, creating and producing JCCC's monthly e-newsletter.
- 2) Work with the website manager to organize, enhance and improve the design, distribution and engagement of JCCC's email blast and monthly e-bulletin *KOKUBAN*.
- 3) Assist the web manager with re-designing web pages to enhance interaction and engagement.
- 4) Assist with improving effectiveness of social media communication with creating a social media management system, and strategizing on how to increase engagement on our various social media platforms.

Qualification/Skills

- Sound understanding and access to Adobe design software
- Good sense of Visual design for print and electronic media
- Knowledge of e-communication platforms such as Mailchimp
- Flexibility in working hours
- Able to meet deadlines.
- Works well independently as well as in team settings.

To apply:

Please apply in confidence by sending resume to General Manager ([sandyc@jccc.on.ca](mailto:sandyc@jccc.on.ca)). Please note that this position requires candidate to work remotely. Candidates would need access to their own computer, and design software.