

Communications & Social Media Assistant

Bernard Betel Centre – Toronto, ON

Job Type: Contract, Full time
Temporary Duration: 8 weeks
Salary/Rate: \$14.00/hour – 30 hours/week
Start Date of Employment: July 3, 2018



bernard betel centre

T: 416.225.2112
F: 416.225.2097
E: reception@betelcentre.org
www.betelcentre.org

1003 Steeles Avenue West
Toronto, Ontario M2R 3T6

The Bernard Betel Centre is a vibrant, growing, active community centre for older adults, offering over 120 programs each week to seniors (55+) in the community. We are a non-profit organization with over 2,300 members and many more non-members; participating year round in special events, courses, volunteer opportunities and many other offerings.

2018 Canada Summer Jobs - Eligibility Criteria:

To apply, applicants must meet all of the following requirements:

- Is between 15 and 30 years of age (inclusive) at the start of the employment;
- Was registered as full-time student in the previous academic year and intends to return to school on a full-time basis during the next academic year;
- Is a student in a secondary, post-secondary, CEGEP, vocational or technical program;
- Is a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and,
- Is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Job Description:

- Maintain the Bernard Betel Centre social media platforms (Facebook and Twitter);
- Create promotional material, publication, fact sheets, brochures and other marketing material;
- Perform other duties as required

Requirements/Qualifications:

- Pursuing a post-secondary education in marketing; communications; business; social services or other related field;
- Proficient with MS Outlook, Word, Excel, and PowerPoint ;
- Proficient with Facebook and Twitter;
- Excellent oral and written skills;
- Excellent organizational and time management skills;
- Knowledge of gerontology and/or experience working with seniors is an asset;
- Proficient verbal and written skills in Russian, Hebrew, French or Spanish is an asset

Please submit your cover letter and resume by email to: Katie Giles, Director, Programs and Communications, at katieg@betelcentre.org. We thank you for your interest, but only candidates selected for an interview will be contacted.

Bernard Betel Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your application.

Program Assistant

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Job Description:

- Assist with planning, implementing and evaluating programs for seniors including special events, discussion groups, recreation programs, community support service programs, and health promotion and wellness programs;
- Prepare publicity, including designing flyers, for programs and events;
- Perform other duties as required

Requirements/Qualifications:

- Pursuing a post-secondary education in recreation; social services or other related field;
- Proficient with MS Outlook, Word, Excel, and PowerPoint ;
- Proficient with Facebook and Twitter;
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- Excellent organizational and time management skills;
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We acknowledge financial support from:

Charitable number 11921 5697 RR0001

