



Kanien'kehaka Onkwawén:na Raotitiohkwa

Tonkwateientare ne Kahnawa'kehronon tsí níionkwawéiennoten

JOB DESCRIPTION

TITLE: KORLCC COMMUNICATIONS SUMMER STUDENT

SUMMARY:

The primary responsibility of the KORLCC Communications Summer Student is to develop, post, and monitor communications for all areas of the KORLCC.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Communications

- Assist program leaders in developing communications, advertisements, publications, etc.
- Works with KOR staff to determine communications needs
- Populates the KOR website and social media sites with content and information
- Monitors the KOR website and social media sites
- Graphic design
 - Posters
 - Advertisements
 - Invitations
 - Anything else required

Promotions

- Places orders with suppliers
- Maintains inventory
- Works with program leaders to determine promotional needs
- Develops an inventory system for all promotional items
- Develops, populates, and maintains a promotional supplier listing
- Graphic design of merchandise
 - Clothing items
 - Stickers
 - Cards
 - Anything else required

Accountability

- To ensure all websites and social media are kept up to date
- To ensure all information put out is accurate and with no spelling errors
- To ensure all communications are out in a timely manner
- To ensure all promotional material for events are available

Working Conditions

- 37.5-hour work week
- Low to moderate stress related to deadlines

EDUCATION AND/OR EXPERIENCE:

- Cegep or University Student
- Any relevant experience is an asset

OTHER SKILLS AND ABILITIES:

- Strong oral and written communication skills
- Knowledge of graphic design software
- Skills in layout, design, writing, and editing
- Skills in photography
- Detail oriented
- Ability to work independently
- Knowledge of Kanien'kéha is an asset
- Ability to act in a personable, tactful, discreet, and confidential manner

I have reviewed this Job Description with my immediate Supervisor, and I understand the contents of it.

Employee Signature

Date

Signature of Supervisor

Date

Signature of HR Representative

Date