



Canadian Alliance of Student Associations Position Profile: *Communications Assistant (Student)*

Position:	Communications Assistant
Reporting to:	Executive Director
Organization Status:	Part-time (10-15 hours/week), 10 weeks
Compensation:	\$15.00 - \$20.00/hr, commensurate with experience
Posted:	December 7, 2020
Closing:	January 10, 2021
Start Date:	TBD
Applications must include:	Cover letter, Resume, Draft social media posts
Submit application to:	hiring@casa.ca

The Canadian Alliance of Student Associations (CASA) is a not-for-profit representing 23 student governments and their 275,000 student members to the federal government of Canada. CASA advocates for a post-secondary education system that is accessible, affordable, innovative and of the highest quality.

Position Profile:

Reporting to the Executive Director, the Communications Assistant will support a variety of communications and engagement projects related to students and post-secondary education. The position will require the regular completion of writing and graphic projects for both internal and external audiences in both official languages. The Communications Assistant will also be expected to support CASA's advocacy efforts.

Qualifications:

Strong communication skills (written and oral) in both English and French
Pursuing a post-secondary degree or certificate
General understanding of government and politics in Canada
Strong writing skills
Ability to use the Mac OS, Google Drive
Ability to work in a collaborative team environment

Familiarity with and understanding of social media
Proven ability to work in a collaborative team environment

Asset Skills and Qualifications:

Knowledge of Adobe Photoshop, InDesign, Illustrator, and Premiere Pro
Graphic design, video editing, photography, or other multimedia content generation skills

Familiarity with Microsoft Office suite, Google Drive, and Mac OS

Experience with website content management platforms (i.e. Wordpress and/or NationBuilder)

Experience managing social media accounts, such as Facebook, Twitter, and Instagram

An understanding of the role the federal government plays in post-secondary education

Past involvement in student government and knowledge of how student governments operate

An interest and understanding of Canadian politics

Responsibilities:

Communications Writing and Social Media (70%)

- Assist in drafting of social media plans, and content, in support of the Communications and Public Relations Officer, in both official languages
- Assist in preparation of communications materials
- Provide communications support to CASA's staff and membership
- Provide writing support for social media, public relations materials, presentations, government briefing packages, reports, and other CASA publications

Office Maintenance (15%)

- Contribute to CASA's organizational needs by supporting the renewal of templates and guides for presentations and graphics
- Help organize files and communications materials

Additional Responsibilities (15%)

- Participate in conference planning
- Participate in CASA's communications and advocacy efforts

- Other responsibilities as assigned by the Executive Director or Communications and Public Relations Officer

All applications to be submitted electronically by: January 10, 2021

Interested candidates are asked to submit to [hiring@casa.ca](mailto: hiring@casa.ca), their:

Cover letter

Resume

Draft/mock-up social media posts for twitter, Facebook, and Instagram, on a topic of your choosing, in **both** official languages. Maximum 2 pages.

All responses will be handled in the strictest confidence; however, only those who have been selected for an interview will be contacted. Interviews can be conducted using Zoom, to respect social distancing.

CASA is committed to employment equity and diversity, and encourages applications from all qualified candidates. This includes women, persons with disabilities, members of visible minorities, Indigenous persons, individuals of diverse gender and sexual orientation, and all groups protected by the Human Rights Code. CASA also offers accommodations throughout the recruitment process, as needed. If you have accommodation needs at any stage of the recruitment process, please inform us as soon as possible.