



Youth 2 Kingston
The Students Commission of Canada
<http://kingstonyouth.ca/>
@Youth2Kingston

Position Title: Communications Team

Start Date: Tuesday October 11, 2016

Salary: \$11.25, 7-10 hours/week

Number of Positions Available: 1

Position Summary: The Communications Team will be responsible for the internal and external communications among the Y2K. They will be responsible for a consistent communication from Y2K to our partners by managing the Y2K social media accounts (Twitter, Instagram and Facebook), and website. They will work closely with the Outreach Team, Project Managers, CAM Team and PAR Research Team to publish relevant blog posts and a monthly calendar of opportunities for young people. The Communications Team will be responsible for a weekly newsletter to partners.

Summary of Duties and Responsibilities:

- Working in conjunction with Y2K Teams to send out a weekly newsletter
- Publish one blog post a week
- Manage social media accounts (Twitter, Instagram and Facebook)
- Attend Y2K Community Action Meetings
- Work on the planning of the Kingston Youth Forum (December 1-2)
- Work on the planning of Kingston's Youth Week (May 1-7, 2017)

Qualifications:

- Strong interpersonal skills, and a commitment to working in a collaborative environment
- Good organizational skills
- Strong leadership skills
- Good oral and written communication skills
- Knowledge of community resources and social services for young people living in the Kingston area
- An understanding of factors affecting the success of young people coming from diverse backgrounds
- Knowledge of Y2K and the *Kingston Youth Strategy and Community Action Plan* an asset
- Must be available for a mandatory company retreat the weekend of **October 14-16**, this will be an overnight weekend in Kingston.

How to apply:

If you are interested in applying for this or other positions with Y2K, please email a resume complete with a cover letter to kingstonyouthstrategy@outlook.com by **Thursday September 29 at 4:00pm**. Interviews will begin on September 30 until October 5

If you have any questions at all regarding your application feel free to email michael@studentscommission.ca