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Description automatically generated]() **JOB POSTING**

**ONEC Communications Assistant**

**Position Title:** Communications Assistant / Web Communications manager

**Job Type:** Summer 2024 Seasonal Contract

**Work Hours and Employment Period:** Full Time (40 hours per week), May 8th to August 28th, 2024

**Pay rate**: $20 per hour (plus 4% vacation pay)

**To Apply:** Send resume, cover letter & two references to ONEC’s Manager at[**manager@onec.ca**](mailto:manager@onec.ca)byFriday April 26th, 2024. Applications will be considered as they are received.

**Location:** Ottawa New Edinburgh Club, 501 Sir George-Etienne Cartier Parkway, Ottawa, K1M 2H9

The Ottawa New Edinburgh Club is seeking a Communications Assistant to join our enthusiastic and engaged communications team.

**Roles and Responsibilities**

The Communications Assistant will assist the ONEC Communications Team and Club Manager with the following duties:

* Reviewing communications, social media analytics, and other feedback such as membership and camp surveys to determine successful communication & marketing strategies
* Drafting new communications for newsletters, website, blogs, and social media
* Using existing and developing new visuals (photo and video) to use for impactful campaigns
* Assisting with web development and creating new content for our website
* Providing in-person support at Club events
* Contact and Member database management for Club communications
* Reviewing Club Inbox and responding to general inquiries
* Assisting members with technical questions regarding the Club’s online services

**Key assets:**

* You are energetic and passionate about:
  + 1) the role of sports and recreation in promoting community physical and mental wellness
  + 2) preservation of our green and blue spaces for community sports and recreation programming
* A familiarity with major social media platforms (Facebook, Instagram, X, TikTok, YouTube)
* A solid understanding of social media and website analytics
* Experience with social media scheduling tools
* Experience with web development software (knowledge of WIX platform preferred, but not mandatory)
* Excellent writing skills
* Proficiency in both French and English preferred

**Certifications and other requirements (must be valid until August 28th, 2024)**

* Police Check and Vulnerable Sector Screening (or references if under 18 years old)

*ONEC is a Safe Sport club and an equal opportunity employer.*

*Safe Sport is about creating a culture where everyone can thrive in Sport at all levels of participation free from maltreatment. The ONEC Safe Sport policy integrates and adopts Safe Sport policy from our National Sport organizations (Tennis Canada, Rowing Canada, Sail Canada and Paddle Canada).*

*We offer a welcoming and inclusive environment to our staff team, club members, community clients and partners. We welcome and encourage applications from a wide range of candidates and will not tolerate discrimination on any basis (age, race, religion or belief, disability, sex, sexual orientation, gender reassignment, marital/civil partnership status).*