



### **Communications Assistant (Officer) Summer Student (35 hours per week, 8 week term)**

Our House Addiction Recovery Centre (Our House) is a one-year residential recovery centre for adult men. We help individuals embark on a recovery process, leading to meaningful and productive lives. Our facility houses 60 men in a supportive environment where they work to overcome their challenges in a non-institutional setting. As a Communications Assistant (Officer), you will focus on project-based tasks including but not limited to branding, website design, graphic design, content creation, writing, and formatting.

All work at Our House will reflect the Mission and Vision statements of the organization. We are looking for someone to work remotely within a 35-hour week with flexible hours of work. The successful candidate must have their own computer, printer, and cellphone.

#### **Responsibilities include:**

- Branding.
- Website design and maintenance.
- Graphic design.
- Content creation.
- Creation of our annual report.
- Participate in required meetings.
- Perform other duties as assigned.

#### **Qualifications:**

- Enrolled in or completion of a diploma or degree in communications, marketing, graphic design or another related field.
- Must be under the age of 30, and a Canadian Citizen as part of the Canada Summer Jobs program.
- Ability to work with a client-centered care and trauma informed philosophy.
- Criminal record check approved by the Executive Director.
- Must be able to demonstrate cultural sensitivity with men of diverse economic and cultural backgrounds.

#### **The ideal candidate:**

- Can work independently.
- Has a graphic design background.
- Has experience with communications and/or marketing.
- Can work cooperatively and effectively with other staff.
- Has excellent written and verbal communication skills.
- Has familiarity with digital marketing.
- Is adaptable, organized, and self-directed.
- Has a working understanding or experience in non-profit organizations.
- Has strong knowledge of technology required in the field.
- Knowledge of established trauma informed practices.



**What Our House offers:**

- 35-hour wellness week.
- Nutritious, homemade lunch provided daily.
- Open door policy.
- Focus on staff wellness and work-life balance.
- Employee parking.
- Location includes expansive greenspace.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, members of racialized or visible minority communities, Indigenous peoples, people identifying as LGBTQ2S+, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us at [support@ourhouseedmonton.com](mailto:support@ourhouseedmonton.com)

**Closing date:** June 4<sup>th</sup>, 2023.

**Position start date:** July 3<sup>rd</sup>, 2023.

**Wage:** \$20.00 per hour.

**To Apply:** Submit a cover letter outlining why you think you are the best fit for this position, along with a resume. Resumes submitted without a cover letter will not be considered. Please email both to [support@ourhouseedmonton.com](mailto:support@ourhouseedmonton.com), Attn: Communication Assistant (Officer) Summer Student Application.

We thank all those who apply, only those selected to be interviewed will be contacted.