



The Children's Aid Society
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance
DE HAMILTON

Au service des enfants et des familles de Hamilton depuis 1894.

EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The Society is committed to the strengthening of families, while valuing diversity and promoting equity.

We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.

We believe that we are all responsible, committed, and accountable to each other to promote a culture where everyone is welcomed, heard, respected, and valued. We commit to challenging and interrupting behaviours of racism, discrimination, disrespect, intolerance, harassment, and bullying as we strive toward an environment of learning, care and respect for each other; a place where the voices of equity-deserving individuals will be heard and acted upon as we continue our journey of healing, inclusivity, equity and growth.

We are currently seeking a skilled and committed individual to join our team as a:

Communications Service Co-Ordinator - Summer Student

\$18.00 per hour, plus 4% vacation and statutory holiday pay as per the Employment Standards Act
Temporary Full-Time, Monday to Friday (July 4, 2023, to September 1, 2023)

Responsibilities

- Assist in monitoring social media sites.
- Assists in developing social media content for social media platforms such as Twitter, LinkedIn, Instagram, Facebook.
- Develops a local and provincial media list.
- Research potential corporate and grant opportunities.
- Review sector and partner websites to identify trends and opportunities to improve online presence.
- Research and assist in the coordination of celebratory days.
- Collaborates with other agency staff to assist in developing content for the agency's Intranet site.

The successful candidate will have an expressed interest in Communications and/or Marketing work, demonstrated ability to write clear, concise reports, computer literate and familiarity with spreadsheet programs, excellent communication, interpersonal and analytical skills.

As an employer, The Children's Aid Society of Hamilton is committed to:

- **A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.**
- **Providing barrier-free and accessible employment practices.**
- **In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.**

All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other, and to attend work regularly as regular attendance is critical to maintaining the highest quality and level of service expected in delivering care to the children and families of our community.

Interested applicants should submit a current resume to careers@hamiltoncas.com or
by Fax: (905) 522-1089, clearly indicating the Job Posting Number (File 07/23) **by May 12, 2023**

**We thank all applicants for their interest in The Children's Aid Society of Hamilton,
however, we will only contact those selected for an interview.**