



MUSLIM SOCIAL SERVICES of KITCHENER-WATERLOO

Job Title: Communications assistant

Responsibilities:

- Social media management (Facebook, Twitter)
- Website updates and management
- Design of newsletters
- Gathering stories from clients served and community partners to highlight in our giving appeals, newsletters, and reporting
- Design of outreach materials and meeting with community partners
- Assistance with grant writing and editing

Requirements:

- Post-secondary student (Community College, University, Technical Institute): must be returning to school full time in Fall 2022.
- The ideal candidate will be self-motivated and capable of working responsibly and independently.
- Relevant fields of study include but are not limited to: English, marketing, speech communications, urban planning, interdisciplinary studies, sociology, social work, social development studies, and psychology.
- Strong written and verbal communication skills.
- Background in graphic design, Wix, social media communication an asset.

Priority will be given to students with disabilities, newcomers to Canada or members of a visible minority.

To apply: Email a cover letter and resumé to duaa.Al-Aghar@muslimsocialserviceskw.org by **June 15^h 2022** Please state the position for which you are applying in the subject line of your email.