

**Teme Augama Anishinabek
Job Description**

Position Communications Assistant

Department Administration

Position Reports To: Communications Coordinator

Employment Status: Full Time

Hours: 35 hours per week

Employment Type: Term (Seasonal)

Position Summary

The Communications Assistant provides support to the Communications Coordinator in the day-to-day delivery of communications activities. The role assists with social media updates, basic content creation, event documentation, and organizing communication materials. This position is designed to provide a learning opportunity for individuals beginning their post-secondary journey to gain hands-on experience in communications, media, and workplace practices within a supportive environment.

Primary Responsibilities

Social Media and Content Support – 30%

Assists with updating social media platforms by helping draft simple posts, organizing photos and videos, and supporting content scheduling. Observes and learns how content is developed and shared. Demonstrates willingness to learn, basic communication skills, and attention to detail.

Communications Materials Support – 25%

Assists with preparing basic communication materials such as posters, announcements, and simple updates. Supports website updates by helping gather and organize information. Follows direction and contributes to tasks with guidance. Demonstrates organization and an interest in communications and media.

Event Support and Documentation – 20%

Assists with documenting events and programs through photos, videos, and basic note-taking. Supports event preparation and clean-up as needed. Demonstrates reliability, a positive attitude, and the ability to participate respectfully in community activities.

File Organization and Archiving – 15%

Assists with organizing digital files such as photos, documents, and communication materials. Supports the development of organized records, including materials related to programs and traditional knowledge sharing. Demonstrates attention to detail and the ability to follow organizational systems.

General Support Duties – 10%

Provides general support to the Communications Coordinator and team, including helping prepare materials, assisting with simple administrative tasks, and supporting day-to-day activities. Demonstrates flexibility, teamwork, and a willingness to learn.

Qualifications

Education & Experience

Currently enrolled in or recently completed secondary school and planning to pursue or recently beginning post-secondary education in Communications, Marketing, Media, or a related field.

Basic familiarity with social media platforms is required. No formal work experience is necessary; however, any experience through school projects, volunteering, or personal interest in content creation is considered an asset.

Working Conditions

Work is performed in an office and community environment with regular interaction with employees, community members, and program participants. The role may include light physical activity such as assisting with event setup and moving materials.

Work Environment and Health & Safety

Teme Augama Anishnabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

