

WHO WE ARE

Heritage Toronto is passionate about our city. As a charity, and an arm's length agency of the City of Toronto, we work to promote Toronto's rich heritage and share the stories of our people and places. From that shared history, we build a compassionate city which honours its diverse stories and ensures that each resident feels reflected, and has a voice, in its future. To that end, Heritage Toronto's core programs include Walking Tours, Historical Plaques, the Toronto Heritage Awards, and significant new digital projects in 2018.

THE JOB

Reporting to the Manager, Marketing & Communications, the Communications Assistant will help develop and implement marketing and communications plans for our Tours and Awards programs. The position will also support the development of a new website.

- Heritage Toronto offices, 3rd floor, St. Lawrence Hall, 157 King Street East, Toronto
- 8-week summer contract, funded through Canada Summer Jobs
- 30 hours/week, Monday – Friday
- Anticipated Start Date: **June 18, 2018**

YOUR RESPONSIBILITIES

- Research and fact-check content for social media (Facebook, Twitter, Instagram) and e-newsletter
- Write and post social media content and online articles
- Follow-up with internal and external content contributors
- Participate in the communications planning process and help develop editorial calendars
- Assist with comparative research and evaluation of digital communications
- Write and format web posts and calendar entries
- Support web development work, including project coordination.
- Other duties, as required.

YOUR QUALIFICATIONS

- Funding for this position requires that the successful candidate be enrolled at a post-secondary institution in Fall 2018 and that they are between the ages of 15 and 30 years old.
- Exceptional writing and grammatical skills, may ask to see samples of writing
- Excellent organization, accuracy, attention to detail and time management abilities
- Experience with social media, and writing and publishing online
- Knowledge of HTML
- Experience with image editing
- Experience working with data and spreadsheets
- Experience with WordPress, Eventbrite, Constant Contact or other calendar systems an asset
- Knowledge of the heritage community an asset

DEADLINE TO APPLY: Friday, June 1, 2018 at 5:00 pm

HOW TO APPLY: Heritage Toronto is committed to developing an inclusive and diverse workplace. Please submit your application, with the subject line: **Application: COMMUNICATIONS ASSISTANT**, via email to lucy.dipietro@toronto.ca.

Interviews will be scheduled for the week of June 4 - 8, and the anticipated start date of the position is Monday, June 18, 2018. Please note, we will only be contacting applicants selected for an interview.