



**Youth & Innovation Project
Communications Assistant**

Application deadline: April 29, 2024

Title: Communications Assistant
Anticipated start date: June 3, 2024
Duration: 9 months
Position type: Full-time – 35 hours per week
Compensation: \$25/hour
Location: Waterloo, Ontario – Hybrid. Must work 1 day per week on University of Waterloo campus.

To apply: **Send a resume/CV, cover letter, and portfolio with sample work to youthimpact@uwaterloo.ca.**

Website: www.uwaterloo.ca/youthinn

Funding pre-approval

This role is funded by ECO Canada. To be eligible for this funding participants must:

- Be 30 years of age or younger.
- Be a post-secondary graduate.
- Hold Canadian citizenship, Canadian permanent residency status, or Canadian refugee status.

Please [apply for pre-approval](#) for this funding and let us know that you have done so and that you meet the funding criteria when submitting your application. For more information visit the [ECO Canada website](#).

Responsibilities:

Reporting to the Youth Engagement and Communications Coordinator at the Youth & Innovation Project (YouthInn), the Communications Assistant will be responsible for creating visually compelling designs and engaging written text primarily for digital mediums. They will be responsible for conceptualizing and designing various graphic and written products, including press releases, newsletters, infographics and social media graphics. The candidate will also complete administrative tasks related to communications and government relations. The ideal candidate will be proficient in graphic design principles, have a strong understanding of website design and possess great written communication and organizational skills.

Tasks:

- Develop visually compelling designs for YouthInn's website, press releases, newsletters, infographics, social media graphics, and other digital assets.

- Assist with developing storylines for YouthInn's website, infographics, press releases, newsletters, and other text-based products.
- Support the redesign of YouthInn's website.
- Assist in the development of YouthInn's branding strategy based on the University of Waterloo's branding guidelines.
- Complete administrative tasks related to communications and government relations including basic research and organizational tasks.
- Document all processes used to ensure activities can be repeated in future.
- Perform other related tasks that may be assigned.

Qualifications:

- Bachelor's degree in Graphic Design, Web Design, Digital Media, or related field.
- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other relevant design tools such as Canva, and MailChimp.
- Strong understanding of web design principles, HTML and CCS.
- Excellent visual design skills with a keen eye for typography, layout, color theory and accessible designs.
- Excellent written and verbal communications skills.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Highly organized with excellent time management skills to prioritize and manage multiple projects simultaneously.
- Excellent attention to detail, organized and proven track record of accuracy.
- Knowledge of motion graphics and animation techniques is an asset.
- Knowledge of and interest in youth engagement and/or youth employment is an asset.

About us

Mission

The Youth & Innovation Project aims to understand and amplify the positive social, environmental and economic impact young people, 15 to 25 years old, have on organizations, communities and systems.

Goals

- To conduct research on the positive social, environmental and economic impact young people, 15 to 25 years old, have on organizations, communities and systems.
- To use these research findings to inform youth-focused public policy, funding, programs and practices, as well as intergenerational collaboration in business, civil society and government.

Program areas

- Social and environmental impact research: This research measures the social and environmental impact young people have through youth-led organizations, youth-led movements, youth service and volunteerism programs and aims to determine how best to amplify young people's impact.
- Economic impact research: This research measures the economic, social and environmental impact of young prospective and current employees on the

organization they work in and aims to determine how best to amplify young people's impact.

- Knowledge dissemination: Using our evidence-based insights we advise civil society, government and business on the design of policy, funding, programs and practices.

Values

- We work to change systems, not just individuals.
- We work towards the implementation the United Nations Sustainable Development Goals.
- We work towards the implementation of the Truth and Reconciliation Commission's Calls to Action.
- We engage young people in our work as equal and active contributors. This means that young people benefit from our work, including being financially compensated a living wage and that we work closely with our [Youth Advisory Council](#) at every stage of our projects.
- We ensure our research is rigorous and results in peer-reviewed outputs.
- We ensure our research is accessible to those who can put our findings into practice.
- We ensure a diversity of experiences and backgrounds are centered in our work.
- We recognize the importance of lived experience.
- We provide support, both financial and process-based, to enable full participation for those experiencing barriers.
- We recognize our own biases and challenge them.
- We acknowledge the ways in which power and privilege impact our work and spaces our work takes place in. We actively work to address power imbalances.
- We ensure our workplace prioritizes the health and well-being of our team.
- We are part of the University of Waterloo community and adhere to the [values and policies of the university](#).

Equity statement

The University of Waterloo is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview or workplace accommodation requests, please contact youthimpact@uwaterloo.ca.