

**Posting date: May 13, 2021**

**Start date: Immediate**

**35 hours a week at \$14.25 an hour**

Community Living Toronto has been a source of support for people with an intellectual disability and their families since 1948. We offer a wide range of services including respite, person-directed planning, employment supports, residential programs, and community-based activities. We are proud to support over 4,000 individuals and their families in 80+ locations across Toronto.

With funding from the Canada Summer Jobs program, we are looking for a youth between the ages of 15 and 30 to join our Public Relations and Fundraising team as a Public Relations Intern.

**Core Responsibilities:**

- Social Media: create and schedule content.
- Communications: write and edit copy, conduct interviews, and coordinate various projects.
- Marketing: assist with graphic design, eBlasts, and website updates.
- Event Support: assist in the planning, preparation, and day-of support for online events.
- Strategy: attend weekly public relations touchpoint meetings and research new initiatives.

**Qualifications:**

- Student or graduate of a communications, marketing, digital media, or PR program.
- Strong research, writing and editing skills.
- Professional experience in communications, marketing, or public relations an asset.
- Non-profit work or experience in the developmental services sector an asset.
- Ability to work in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience using Canva, Mailchimp and social media for business purposes an asset.
- Ability to lead a project and know when to ask for help in order to make sound decisions.
- Must be detail-oriented, a team player and digitally savvy.

**TO APPLY:**

Please email a copy of your resume and cover letter to [lisa.dobbin@cltoronto.ca](mailto:lisa.dobbin@cltoronto.ca) with the subject line "Public Relations Intern".

Upon request, accommodations for disabilities will be provided.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.