

## Communications Assistant – Digital Media Summer Position

Calgary Counselling Centre changes people's lives. We provide counselling for individuals, youth and families of all backgrounds, with barrier-free access and no wait-lists. We are philosophically grounded in research and outcomes measurements, and are achieving unparalleled client success; we educate and train counsellors – all within a thriving social enterprise structure.

Calgary Counselling Centre is looking for a talented youth with digital media experience who is seeking a great learning opportunity.

### Duties:

To assist in the creation of digital media works, including original videos, photography, social media and website graphics – all while ensuring brand consistency. Materials will help market the agency to its different audiences and help prospective clients understand our services. The ideal candidate would wish to pursue a career in digital media or filmmaking.

- Work with the Communications department to develop integrated digital and social media initiatives
- Work with the Communications department and counsellors to fulfill video initiatives, including shooting video and editing for multiple formats
- General administrative duties as required

### Qualifications:

- Excellent interpersonal and organizational skills, accountability and responsiveness
- Post-secondary education in digital media, film making, new media or equivalent
- Able to work well independently, as well as with team members
- Attention to detail
- Experience in shooting and editing video and photography
- Must have working knowledge of the following software: Adobe Premiere, Adobe Photoshop, Adobe Lightroom, and Microsoft Office

Given that this position may be supported in part by a grant, to be eligible, youth must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred (International students are not eligible participants)
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

Youth that self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market are strongly encouraged to apply for this position. (Recent immigrants, youth not previously employed, indigenous, youth with disabilities, visible minorities, LGBTQ2 youth and women in technology).

This position begins approximately May 6, 2019 and goes until August 23, 2019 dependent on funding. This is a full-time position with wages of \$18.00 per hour.

**If you are interested in this opportunity, please submit a cover letter, resume, and a link to your portfolio to: [hr@calgarycounselling.com](mailto:hr@calgarycounselling.com) no later than March 15, 2019.**

*Calgary Counselling Centre thanks all applicants for their interest, however, only those selected for interviews will be contacted.*