

GOAL OF POSITION

To maintain and promote communications to the neighbourhood through various communication methods.

- The Communication Coordinator is accountable to Communication Coordinator and the members of the Huron Community Association Board

QUALIFICATIONS

- Understanding of technology related to
 - website maintenance, social media graphics and written campaigns (Facebook/Instagram) and Google Workspace
- Strong communication and organizational skills
- Be a member in good standing with the HCA Board
- Police Record Check (PRC) (*a clear PRC to be reimbursed by the HCA*)

RESPONSIBILITIES

- The ideal Communication Assistant will:
 - Work alongside the Communication Coordinator to promote activities, programs and events to our community via the HCA website and social media platforms (i.e. Facebook, Instagram)
 - Creates and administers an HCA communication plan as needed (in collaboration with the HCA Board and Communication Coordinator)
 - Help prepares all flyers, monthly newsletter, advertising and subscriptions for social media in collaboration with the Program Coordinator and Communication Coordinator
 - Explores opportunities for community awareness and input
 - Maintain logo brand standards
 - Maintain Communications policies
 - Be familiar with the HCA Constitution, Policies and Procedures and relevant City of Kitchener policies
 - Other duties as an active member of the Board of Directors and/or Communication Coordinator

TRAINING

- Training and orientation to be provided by the HCA Board of Directors and the City of Kitchener's Community Centre Staff
- Assistance from Community Centre upon request

ESTIMATED TIME REQUIRED

- 6 - 8 hours per month (may be more some months based on event communication needs)

FOR FURTHER INFORMATION

- Contact the Huron Community Association (info@huroncommunity.ca)