

# Digital Communications Assistant

The Moving Forward Co-operative is a community economic development organization with a mission to rebuild and revitalize the communities in Greater Dorchester.

The Co-operative is looking to hire a Digital Communications Assistant to assist us with the digitization and online marketing of our programs and activities. They will help build our social media presence, improve and maintain our website, and set up Google Workspace, Basecamp, and other online platforms. and provide technical support to our Board, staff and volunteers.

## DESIRED QUALIFICATIONS

The Digital Communications Assistant will have post-secondary education and some experience in an IT-related field including:

- Awareness of the IT Industry's current and emerging technology trends and direction, as well as a keen interest in computer-based information systems and technology
- Must be confident in knowledge of Windows common operating systems
- Setting up user accounts and profiles
- Maintaining office computers and equipment
- Experience with social media platforms including Facebook, Twitter, and Instagram
- Ability to carry out basic administrative duties
- Ability to prioritize tasks, efficiently manage time, and exercise good judgment
- Ability to work independently and as part of a high performing multidisciplinary team
- Must be a self-motivated problem solver, and have a desire to learn new technologies
- Excellent English communication skills, both written and verbal. Bilingualism is an asset but not a necessity

## TERM OF EMPLOYMENT AND SALARY

The term for this position is from July 19, 2021 – January 18, 2022

Weekly hours are between 35 - 40, to be negotiated upon offer of employment.

Salary ranges between \$20 - \$22 per hour, to commensurate with experience.

## TO APPLY

Please send your resume and cover letter to [regtower@gmail.com](mailto:regtower@gmail.com). Only those candidates selected for an interview will be contacted.

**This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy.**

**For more information about the DS4Y program in New Brunswick, please visit <http://www.cybernb.ca/DS4Y>**