

We're looking for a Communications Intern

The Primate's World Relief and Development Fund is looking for a student intern to work alongside the Communications Coordinator in our downtown Toronto location. PWRDF is the development and relief agency of the Anglican Church of Canada. We support international development work and disaster relief efforts in approximately 30 countries around the world. We achieve this by engaging Anglicans (and non-Anglicans) across Canada to donate or spread the word about our work. The communications intern would experience working in a non-profit development agency and learn the ins and outs of sustainable development.

Job description:

- Write articles for our website(s) about development projects, emergency relief efforts and public engagement work (at least one per week)
- Produce infographics and other forms of communications for social media, as directed
- Promote and schedule articles/infographics on Facebook and Twitter on a regular basis
- Shoot and/or edit short videos for website and social media, as able
- Support and contribute to editorial calendar and overall communications strategy
- Support and contribute to public engagement events or initiatives as they arise (such as International Development Week)

Desired qualifications:

- Completion or midway through a post-secondary communications program
- Ability to write clear and engaging articles for a broad audience
- Excellent spelling and grammar
- Video editing skills an asset (iMovie)
- Basic graphic design skills an asset (InDesign)
- Ability to work independently once given adequate instructions and training
- Willingness to learn about international development in general, and the work of PWRDF specifically

Dates: between January 8 and April 1, 2018

Hours: flexible (part-time or full-time) between Monday to Friday, 9 a.m. to 5 p.m. (one hour provided for lunch)

Compensation: An honorarium of \$500 will be paid per month of full-time hours, pro-rated for part-time hours. We will also provide a monthly TTC pass.

To apply please send a cover letter and resume before December 8, 2017 to:

Janice Biehn, Communications Coordinator

jbiehn@pwrdf.org

416-924-9199 ext. 366



The Primate's World Relief and Development Fund

Le fonds du Primat pour le secours et le développement mondial

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