|  |  |
| --- | --- |
| **Macintosh HD:Users:lel1125:Desktop:go-project-logo.png** |  |

**Communications & Admin Assistant – Role Description**

**Position Title**: Communications & Admin Assistant

**Outcome**: To provide support for the communication and administration efforts of The GO Project through social media and story-telling marketing, updating and maintaining the website, manage the administrative and communicative needs of the organization. Assist in the communication needs of GO to help promote and pursue the mission/vision of The GO Project.

**Key Responsibilities**:

The Communication & Admin Assistant duties may include but are not limited to:

* Assist in the development of a year-round communication strategy
* To coordinate and strategize The GO Project’s communications
* To ensure all communications coming from The GO Project meet our messaging and mission
* To support program staff in communicating their programs
* Supporting the Fundraising Assistant in writing and planning direct mail appeals that reflect the mission and vision of GO
* Management of multiple projects with varied deadlines
* Social media management involving branded messaging and imagery
* Posting on media platforms regularly – branding all content
* Gaining followers and potential partners through networking
* Maintain and grow positive relationships with local congregations, program alumni, donors, program participants and community members
* Represent The GO Project in a professional capacity with various groups
* Liaise with The GO Project staff and board member as needed
* Other administrative and communication support duties as assigned

**Accountability**:

* This position reports to the Minister of The GO Project
* Additionally various GO Project staff and Board members will provide supervision and oversight for this role as needed

**Length of Assignment**: July 4th, 2022 – August 26th, 2022

**Time Commitment**: 35 hours per week

Working hours for this position will be remote, with the expectation that the successful candidate will be able to attend virtual meetings as needed.

**Qualifications:**

* Advanced education or training in communication and marketing considered an asset
* Familiarity with The United Church of Canada considered an asset
* Previous experience within communication and administration
* Excellent professional communication skills, both written and verbal
* Ability to prioritize tasks under pressure
* Competency in digital communication, social media and outreach
* Ability to work collaboratively on teams and with a wide range of individuals through various means of communication (email, phone, in person, etc.)
* Personally accountable, ability to work independently and with limited direct supervision

**Orientation**: On the first day of employment, the Communication & Admin Assistant will be given a virtual orientation to The GO Project, introductions to various staff members and overview of the mission and vision of GO.

**Training**: Training will be provided during paid hours. This training will include those detailed in the GO Project annual policies and procedures handbook, relevant safety training and review of The GO Project standards and expectations.

**Boundaries of the Position**:

* Act professionally, responsibility and in accordance with The GO Project staff procedures handbook
* The Communication & Admin Assistant will not disclose any confidential information related to the work of The GO Project, its community partners, staff or participants