



Job Opportunity

Project Ploughshares Communications Intern

Founded in 1976, Project Ploughshares is an operating division of The Canadian Council of Churches with a mandate to work with churches, governments, and civil society, in Canada and abroad, to advance policies and actions that prevent war and armed violence and build peace.

Position Type: part-time (4 days/32 hours a week for 8 weeks)
Location: Waterloo, Ontario
Starting date: flexible (starting between June 4th and July 9th 2018)
Salary: \$14.00/hour

Job Description:

Project Ploughshares is seeking a full-time Communications Intern to join its staff team and contribute to the planning and implementation of strategies and programs that advance the mandate and objectives of Project Ploughshares. Duties will generally include:

- helping to create an integrated marketing, media, and communication strategy for non-profit;
- developing and helping to implement social media strategies to increase supporters and donations;
- conceptualizing, designing and creating multimedia content (videos, slideshows, infographics, etc.);
- creating/sourcing new graphics to support email, web, and social media-based communication initiatives.

This position reports to the Director of Operations, the Communications Intern will also be supervised and mentored by the Communications Officer.

Qualifications:

- post-secondary education preferably in a related field (web design, graphic design);
- a strong interest in peace issues, and support for the mission and work of Project Ploughshares;
- excellent oral and written communication skills (English);
- demonstrated ability to take initiative, to work independently, to work under pressure and to meet deadlines;
- demonstrated ability to show creativity and innovative ideas for digital communications.

To be eligible, as per Canada Summer Jobs requirements, students must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time student during the preceding academic year
- intends to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Application procedure and deadline:

Submit letter and resume including names, addresses, and telephone numbers (indicating home or business) of three references by **noon Tuesday, May 22, 2018** to:

Matthew Pupic, Director of Operations
Project Ploughshares
140 Westmount Road North, Waterloo ON N2L 3G6
mpupic@ploughshares.ca

We thank all candidates for their interest, but only those under consideration will be contacted.

Check www.ploughshares.ca for more information on Project Ploughshares.