

**Position:** Communications Assistant (temporary 8-week position)

**Organization:** Sudbury Shared Harvest

**Website:** [www.sudburysharedharvest.ca](http://www.sudburysharedharvest.ca)

**Location:** Sudbury, Ontario (hybrid in person/work from home)

**Wage:** \$680/week. Flexible hours to be discussed with some evening and weekend work required.

**Start date:** flexible, no later than June 30, 2025

**Application deadline:** April 13, 2025

**Due to eligibility requirements indicated by the funder, you must be:**

- **30 years of age or younger at the start of employment;**
- **A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\* and;**
- **Legally entitled to work according to the relevant provincial/ territorial legislation and regulations**

Sudbury Shared Harvest is a non-profit organization with a mission to cultivate community health by connecting people, the food we eat and the land it comes from. We are seeking a Communications Assistant to work closely with the Executive Director and other staff to increase Sudbury Shared Harvest's impact through improving our online presence and other forms of community outreach.

***Duties include:***

- Work with the Executive Director to develop a marketing/promotions plan for the organization
- Document organizational activities with photography and videography
- Produce short videos and other social media content; make improvements to our website
- Attend community events and assist with other community outreach and communications activities as required
- Research and gather educational resources and information relating to our activities

***Required qualifications:***

- Experience with photography, video production, and/or visual communications
- Strong time-management skills with the ability to be flexible and work independently at times
- Creative and enthusiastic with strong problem-solving skills
- Strong oral and written communication and skills

***Additional assets (not required, but if applicable, please mention in your application):***

- Fluently bilingual
- Holding a valid Ontario Drivers License and access to a vehicle

**Please submit your resume and cover letter as a single PDF to:**

hello@sudburysharedharvest.ca (subject: Communications Assistant). For your application to be considered, you must confirm in your cover letter that you meet the eligibility requirements listed at the top of the job description. Sudbury Shared Harvest welcomes applications from persons of all cultural and racial backgrounds.

***We thank all who apply, but please note that we will only be contacting candidates who are selected for an interview.***