



Post Office Box 907
 Kahnawà:ke Mohawk Territory, J0L1B0
 Tel.: (450) 632-6601
www.kahnawakeyouthcenter.ca

GENERAL INFORMATION	
Job Title:	Social Media & Communications Assistant
Department:	Operations
Immediate Supervisor:	Social Media and Communicators Coordinator

JOB DESCRIPTION SUMMARY

Under the supervision of the Social Media and Communications Coordinator, the Social Media & Communications Assistant works as part of the operations staff to support the promotion of programs, services, and events at the Kahnawà:ke Youth Center. The assistant helps create and manages social media content, assist with communications, and provide media coverage at events.

CORE RESPONSIBILITIES AND DUTIES
<ul style="list-style-type: none"> • Create Social Media Content: Assist in creating, editing, and posting photos, videos, graphics, and written content for platforms such as Facebook and Instagram. • Support Communications: Help share information about programs, services, and events with the community through digital channels. • Monitor Engagement: Respond to comments and messages on social media and report any concerns to supervisors. • Track Performance: Assist in monitoring social media activity and engagement to evaluate content effectiveness. • Event Coverage: Attend programs and events to capture photos and videos for promotional use. Assist with Media Setup: Help set up and operate basic audio/visual equipment such as cameras, tripods, and lighting. • Ensure Quality Content: Review and proof content to ensure accuracy and follow communication guidelines before posting. • Collaborate with Staff: Work with team members to plan and complete communications-related tasks and projects. • Maintain Equipment: Help organize, track, and properly store media equipment. <p>Contribute Ideas: Suggest creative content ideas and potential stories to highlight programs and community activities.</p> <p style="text-align: center;">Perform any other job-related duties as required by the Immediate Supervisor.</p>

ACCOUNTABILITY
<ul style="list-style-type: none"> • To act in emergency situations and make immediate decisions according to established safety protocols. • To provide a safe environment for KYC members to participate in programming activities. • To ensure the successful implementation of KYC programming. • To provide supervision and guidance to KYC members while they participate in programming activities. • To determine the most effective ways to organize KYC activities to maximize KYC member participation. • To project the lifestyle of positive role model. • To maintain confidentiality and adhere to KYC policies and procedures.

WORKING CONDITIONS

- 32.5 hours a week (Monday to Friday, with some evening and weekend work as well as extended hours required for training and/or community events)
- Exposure to outdoor weather conditions and the elements during field trips as well as other scheduled KYC activities.
- Moderate stress levels associated with working and interacting with children and adults in a supervisory capacity.
- Help maintain and organize media equipment.
- Contribute ideas for content and community stories.
- Perform other related tasks to support communications and events.

QUALIFICATIONS	
Education and Experience Requirements	<ul style="list-style-type: none"> • Basic photo and video editing skills • Familiar with Social Media apps
Knowledge, Skill, and Ability Requirements	<ul style="list-style-type: none"> • Excellent communication and leadership skills • Problem-solving skills • Creative, energetic, and enthusiastic personality • Ability to work as a part of a team. • Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community • Sensitivity and openness to cultural traditions, diversity, and willingness to adapt services to reflect cultural traditions and norms. • Lifestyle of a positive role model • Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts. • Knowledge of Kanien'keha and French languages is an asset

Incumbent

Date

Operations Manager

Date

Executive Director

Date