



Trinity Theatre | Communications Specialist | Full-time

Position #:	ESF003	Revision Date:	May 10, 2022
Start Date	July 4th, 2022	Salary	\$18.50/H
End Date	August 27th, 2022		
Position Title:	Communications specialist, Summer FT contract		
Department/Division:	Marketing and Communications		
Location:	Hybrid Position <ul style="list-style-type: none">• 215 Inkerman St, Paisley, ON N0G 2N0 OR• 295 Springdale Blvd, Toronto ON M4C 2A1• Other identified locations within Toronto and/or Grey and Bruce Counties Ability to commute/relocate: <ul style="list-style-type: none">• Toronto, ON OR Bruce and Grey Counties ON: reliably commute or plan to relocate before starting work (preferred)		
Summary:	<p>Trinity Theatre is looking for a skilled, passionate, and motivated youth to support our non-profit organization and youth leadership programs both remotely and in-person across Grey and Bruce County.</p> <p>We are seeking candidates interested in developing their communications and marketing skills, design and technology skills, leadership skills, self-development, project management, collaboration, and social entrepreneurship skills. They must also be passionate about participating in youth-focused, community-based work. Trinity aims to provide work that aligns with their employee's skills and interests.</p> <p>The Communications specialist will work with Trinity's Marketing and</p>		



	Communications team.
Duration:	July 4, 2022 - August 27, 2022 Full-Time: 8 weeks @ 35 hours a week.
About Trinity Theatre	
<p>Trinity Theatre is dedicated to designing and delivering progressive self-development programs which enable the connection between youth and their communities. Our vision is to make every Canadian skilled in learning, leading and serving in their communities.</p> <p>Our innovative community-based training and peer mentorship programs provide opportunities for youth to grow on a personal level. They do this by building relationships, learning new skills, and creating a lasting impact on their lives and communities.</p> <p>Our youth employees assist in creating outreach strategies developed to engage youth - particularly those who are underrepresented, disadvantaged, or disengaged. Key organizational activities and programs youth employees are involved in include:</p> <ul style="list-style-type: none">● Youth Councils intended to provide youth a voice in their communities while also providing them with the organizational support to make sustainable change within their community;● 'Service Engagement in Community' workshops and walking tours designed to inspire and encourage youth to participate in meaningful volunteer service;● 'Volunteer Service Mindset' projects and initiatives that tackle issues identified by youth and provide them with entrepreneurial skills and experience needed to succeed in the future. There is an emphasis on developing intergenerational and accessible projects.● 'Collective Impact Hub' forums and events held with community stakeholders giving youth the opportunity to promote youth councils' work, as well as develop networks and intergenerational support● Mixed Media Micro Journalism creating content detailing youth experience in the community and showcasing the meaningful work being executed. Content creation will be supported by research and developed alongside a communications team, including but not limited to videos, reports, and podcasts.	



Responsibilities:

The primary function of the Communications Specialist is to assist Trinity's communications team in the execution of their marketing and communications needs. The role will involve a variety of tasks that are exciting and continuously changing and evolving. The work given to the Communications specialist will reflect their skills and interests. This work may include (but is not limited to):

- **Communications** – Assist the Marketing and Communications team across channels such as: our websites, email, social media, video and photo editing software, partnerships, conferences, and events. This will include the assistance in developing and implementing a communications strategy that includes media outreach and social media content creation.
- **Outreach** – Creating and sustaining connections with local businesses and community partners who can provide support to the organization.
- **Recruitment** – Develop communications strategies for recruiting youth volunteers for service projects, youth councils, and school programs.
- **Research** – Explore current community issues relevant to youth, as well as the underrepresented, disadvantaged, and disengaged in Toronto and the GTA.
- **Advise** – Serve in an advisory role to Trinity's executive team and support and evaluate results of communication campaigns.
- **Strategy** – Work with the executive team to develop and execute the overarching strategic growth plan for Trinity Theatre with a marketing mindset.
- **Writing** - Assist in Trinity's writing needs such as support in social media captions, newsletter articles, and other identified writing tasks as needed.
- **Mentor** – Assist like-minded youth in the execution of their project.

Qualifications, Requirements & Boundaries:

- Due to funding restrictions, applicants must meet Canada summer jobs requirements.
 - 15-30 years of age
 - Identifies as one of the following:



- Canadian Citizen
- Permanent Resident
- Refugee

- Cross-cultural awareness and understanding.
- An entrepreneurial mindset and the desire to thrive in a grassroots non-profit environment.
- 1 or more years of previous leadership, community involvement, or engagement experience
- Ability to work with others
- Ability to communicate with others
- Currently enrolled or completed college or university program in marketing, communications, public relations, media studies or other related programs or proven equivalent volunteer or work experience

Preferred Requirements:

- Photography and/or videography skills
- Strong written and verbal skills.

Training & Supervision:

- Orientation sessions led by Trinity's Co-Executive Directors
- Training provided by Trinity's executive team in research, facilitation, cultural sensitivity, leadership, and mentoring.
- Training provided by Trinity's Marketing and Communications team in social media and online communications, as well as basic photography and videography.
- Regular online check-ins to support remote working
- Monitoring and ongoing support of all activities by the Programs Manager. Communications and IT support as required
- Co-Executive Directors' mentoring support

Risk Assessment

Medium Risk Level

Hiring Policy / Statement on Equity and Diversity



Trinity Theatre understands that achieving our purpose necessitates a diverse workforce. Our objective is to attract and develop youth from various backgrounds allowing us to benefit from their diverse experiences and perspectives.

We are committed to ensuring that members of traditionally marginalized groups from a range of communities feel empowered to apply for positions within the organization. We suggest applicants introduce themselves, their stories, and lived experiences in their cover letter to their level of comfort.

Staff Contact

Alexandra Oestreicher (she/her) | Programs Manager | alex@trinitytheatre.ca

Application Process

Interested and qualified youth are invited to submit their resume and cover letter to the following email: alex@trinitytheatre.ca. In your cover letter, please let us know why you want to work at Trinity and outline how your experiences will position you for success in this role.

We thank all candidates for their interest. Only those who are chosen for an interview will be notified.