



External Job Posting

Position:	Community Engagement & Communications Assistant
Contract type:	(35 hours /week from July 6 to August 28, 2026)
Start Date:	July 6, 2026
Location:	Peel Region
Rate:	\$17.60 per hour
Deadline to apply:	May 29, 2026
Number of Positions:	2

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

POSITION SUMMARY

The **Community Engagement & Communications Assistant (Canada Summer Jobs)** will report to the Assistant Manager of Communications & Outreach. The Community Engagement & Communications Assistant will support the organization's communication, outreach, and engagement activities, helping to promote programs, services, and community initiatives through a variety of digital and print platforms.

The role supports the development of clear, engaging, and accessible communications materials while assisting with outreach efforts that strengthen community awareness and participation in programs.

DUTIES & RESPONSIBILITIES

- Support the creation of content for newsletters, social media, posters, and program materials
- Assist in maintaining and updating the organization's website and digital platforms
- Support the development of promotional materials for programs, events, and community initiatives
- Assist with capturing photos, stories, and content (where appropriate and with consent) for communications purposes
- Help schedule and manage social media posts and online engagement
- Support community outreach activities, including promoting programs and services to community members and partners
- Assist in tracking engagement metrics (e.g., social media reach, website traffic, event participation)
- Help ensure all communications align with organizational branding and messaging guidelines
- Provide administrative support related to communications and outreach activities
- Support event promotion and coordination as needed
- Build positive relationships with staff, participants, community members, and partners
- Follow all organizational policies and procedures, including privacy and consent guidelines
- Perform other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- Ability to communicate effectively in English
- Interest or experience in communications, marketing, media, community outreach, or public relations
- Experience using social media platforms (e.g., Instagram, Facebook, X, TikTok) is an asset
- Basic skills in design tools (e.g., Canva) and/or content creation is an asset
- Strong written and verbal communication skills
- Ability to work independently and as part of a team in a fast-paced environment
- Strong organizational and time management skills
- Ability to work in a multicultural community environment
- Must be able to work in both indoor and occasional community/event settings
- Current Standard First Aid with CPR is an asset

Applicants must meet **Canada Summer Jobs eligibility requirements**, including being between 15 and 30 years of age at the start of employment, and being a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act. International students are not eligible.

Upon hire, candidates must provide a current police record check.

Please submit a resume and cover letter to the Hiring Committee at hr@mnsinfo.org by **May 29, 2026**. We thank all applicants; however, only those selected for interviews will be contacted.

My Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.