



CANADA SUMMER JOBS JOB POSTING

Organization Overview:

Informed by the systemic exclusion that people with intellectual and other disabilities and marginalized groups face, IRIS works to seed and support transformative social development.

Guided by principles of full inclusion and human rights, we conduct research to identify issues and policy options, foster social innovation to re-imagine inclusion, and strengthen capacity and leadership for transformative change.

Position: Communications Intern

As a condition of Canada Summer Jobs funding, candidates must: *

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

* In your cover letter, please confirm that you meet these requirements.

Primary duties and responsibilities:

Amid an effort to adopt a new strategic plan and business model, IRIS is looking to reinforce its communications and online presence. Based on IRIS' 2021 Communications Plan, the Communication Intern will work on two priorities:

- Developing new communications tools and procedures
- Updating and improving current platforms

Key responsibilities:

The Communication Intern will have opportunities to express their creativity and sense of leadership, while working both in collaboration with IRIS staff and independently. The Communication Intern reports to the Senior Policy Analyst & Researcher.

Key responsibilities include:

- Creating and implementing a strategy for meaningful outreach and conversations with the public on IRIS platforms (especially on Facebook and Twitter; including identifying pertinent contents based on the platforms used),



- Developing communications reference documents and procedures (e.g., checklists for publications, general guidelines, and best practices),
- Informing IRIS' staff about the costs and operational steps required to participate in new platforms (podcasts, Instagram, etc.)
- Supporting the IRIS team in updating the organization's brand identity,
- Assisting with the use of new platforms of communications for IRIS and creating contents adapted to these platforms,
- Updating current communications platforms (website, social networks) and participate in organizing webinars and online events related to newer publications,
- Creating a template for the IRIS newsletter.

Development Opportunities:

The Communications intern will have ample opportunities to develop their skills in the communications field and non-profit organizations.

IRIS leadership team is committed to a workplace that is helping team members grow their skills and recognizes their qualities and successes. In that sense, the communication intern will not only help IRIS better their communications strategies and platforms but will also greatly benefit from the autonomy and creative space available.

The ideal candidate will:

- have some expertise in strategic communications development, communications planning, communications processes and brand identity development, and be in enrolled/graduated in a Communications post-secondary program.
- have some knowledge of non-governmental organizations. Having a knowledge of the disability sector will be considered an asset.
- have a strong communications strategic thinking, attention to detail, strong follow-through, and the ability to remain organized and responsive to multiple priorities and deadlines
- Bilingualism (French, English) is an asset

Location: Work from home office/virtual

Duration: 21 hours per week for 15 weeks

Salary: \$20 an hour

The application deadline is July 15, 2021. Qualified applicants are invited to respond with a cover letter and resume at contact@irisinstitute.ca.

IRIS is an equal opportunity employer and is strongly committed to diversity and inclusion. Applications from all qualified candidates are welcome. Applications are strongly encouraged from people with disabilities, racialized people, indigenous people, and people from the LGBTQ2+ community. If you require any form of accommodation connected to this application, please let us know.