

The logo for the Seniors Association features the word "SENIORS" in a large, bold, black sans-serif font, with "ASSOCIATION" in a smaller, black sans-serif font directly below it. The text is centered between two horizontal green bars. Below the text, there is a thin black horizontal line, and at the bottom, the words "KINGSTON REGION" are written in a smaller, italicized, black sans-serif font.

SENIORS
ASSOCIATION

KINGSTON REGION

Communications Assistant

Permanent, Part-time

7.5 hours/week

Major Functions:

- Assist Communications staff with regular duties, especially those related to the Association's monthly publication, *Vista*
- Manage *Vista* advertising
- Create and maintain mailing labels
- Prepare and submit invoicing information to Finance Department
- Communicate with volunteers about meetings, task reminders, and *Vista* information
- Create, file, and maintain various electronic and paper materials
- Update various forms, agendas, and spreadsheets
- Create and organize promotional material for volunteer distribution
- Submit public service announcements to local media outlets
- Update the Association's website and social media platforms
- Create and maintain Campaigner emails and contacts

Requirements:

- A high school diploma and enrolment in or completion of a College or University program in Communications, Marketing, or Advertising or relevant experience
- Superior communication and organizational skills
- Self-motivated with the ability to work to deadline
- Proficiency in all Microsoft Office applications, especially Outlook, Word, and Excel

Job description available on request.

Please submit application via email by Wednesday December 6, 2017 no later than 4:00pm to:

Catherine Milks, Director of Communications & Membership

CatherineM@seniorskingston.ca

613.548.7810 x 226

We thank all candidates but only individuals who are being interviewed will be contacted.