

Communications Assistant 8-Week Contract (35 hours per week)

June 29 – August 21, 2026
Location: Brock Township, Ontario

Brock Community Health Centre (Brock CHC) is currently seeking a qualified Communications Assistant with strong skills in storytelling, graphic design, photography, digital communications and social media to join our team!

Eligibility:

This position is funded by the Canada Summer Jobs Program. To be eligible, youth 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; and,
- 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.

Key Responsibilities:

Reporting to the Executive Director, the Communications Assistant will be responsible for helping to support and coordinate communications and digital media for the organization. Working in collaboration with the Corporate Services Coordinator and the Community Development/Health Promotion team, the Communications Assistant will be primarily responsible for:

- Gathering compelling client and program participant testimonials including photos/videos for use in Annual Report and fundraising campaigns
- Assisting with developing digital signage for waiting room and community rooms, as well as an instruction manual and calendar for managing content
- Creating content and graphics for social media campaigns
- Adding to photo catalogue of programs, classes, staff, events and landscape

Key Qualifications/Attributes:

The successful candidate:

- Has completed or is pursuing post-secondary education in the field of Communications, Marketing, Public Relations, or related field
- Has strong writing, digital content creation, and technical skills
- Is proficient in Canva or related design/presentation application
- Has knowledge in the use of Facebook and Instagram
- Works well independently and can manage multiple tasks with ease
- Interest in healthcare or wellness industry preferred

Remuneration:

This position is an 8-week contract, 35 hours/week. \$20/hour plus 4% vacation paid out. The successful applicant will work primarily out of the Cannington site.

Applicants are encouraged to send their cover letter and resume **by Friday, May 8, 2026** to:

Angela Canavan
Corporate Services Coordinator
Brock Community Health Centre
acanavan@brockchc.ca