

Job Posting for Temporary, Casual or Interim Position

Job Title	Bilingual Communications Assistant	Pay Grid	Temporary
Job Code	INT224	Pay Grade	

Department, Unit or Project Description:

The Canadian Research Data Centre Network (CRDCN) invites applications for the position of **Bilingual Communications Assistant** (summer position). The CRDCN is a national research data platform, headquartered at McMaster University in Hamilton, Ontario. The Network is one of Canada's major science initiatives and provides researchers across Canada with unique access to Statistics Canada survey and administrative data to conduct advanced statistical research and training which both advances knowledge in multiple disciplines and informs key areas of public policy.

Through this summer 2020 employment position, the Communication Assistant will assist the Director of Communications and Engagement (DCE) with a variety of communications projects. This position is an exciting opportunity for an enthusiastic individual to work with a national organization and be involved in innovative bilingual communications initiatives.

Job Summary:

Provide support in print and electronic media technologies to promote marketing and communication for a program or department.

Accountabilities:

- Assist with the creation of impact narratives, specifically with outreach efforts to researchers, collecting of the narratives, editing and formatting of the final blog pieces
- Assist the website redesign project team and participating in content creation, coordination support including help with collecting/writing copy, QA'ing, inputting into WordPress
- Assist with related communication projects and procedures such as, the creation of a French/English Lexicon to use for translation, social media content scheduling, email marketing support.
- Update and maintain records and information.
- Provide information and liaise with others regarding communications, marketing and PR.
- Collect, draft and write content utilizing provided templates for communication related activities.

Qualifications:

Education:

- Current undergraduate student in communications, marketing or a related field.

Experience:

- Previous communications, marketing or PR experience is considered an asset.
- Must be fluent in English and French, both written and spoken

Assets:

- Demonstrate excellent oral and written communication skills and an exceptional attention to detail
- Have a positive attitude and willingness to jump in when and where needed

Additional Information:**Terms and conditions**

This position is renewable on a full or part-time basis subject to performance and funding. Salary is subject to qualifications and experience.

The incumbent can work from either McMaster University or a home office base. To work remotely will require that you:

- have access to an appropriate internet connection
- have a quiet, professional space to perform your work in
- be available between 9:00am to 5:00pm Monday to Friday

Expressions of interest in the position, CV and portfolio (optional) should be sent to Chloé Roussel, Director of Communications and Engagement, at chloe.roussel@crdcn.org by June 21, 2020