**Recreation Communications Assistant**

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

**Deadline:** August 31st, 2021  
**Number of Positions:** 2  
**Rate of Pay:** $15.00 per hour  
**Position Start Date:** September 7, 2021  
**Position End Date:** February 18th, 2022  
**Number of Hours per Week:** Up to 15 hours per week  
**Classification:** Work-Study

**Summary:** Reporting to Sport Inclusion & Communications Coordinator, the incumbent is responsible:

- Creating graphic imagery including but not limited to promotional graphics, videos and other digital materials that reflect and abide by the department branding package.
- Creating and designing imagery and video promotion using various platforms and tools such as Canva, Adobe Photoshop, InDesign, Illustrator etc.
- Illustrating graphics appropriately for web and social media platforms such as Instagram, Twitter, TikTok etc.
- Editing creative marketing and narrative video content through the entire post-production process
- Assisting with development and implementation of creative digital communications strategies including, but not limited to, social media and digital publications.
- Assisting the team as needed with projects and tasks relating to the field of work i.e. advertising, program sales and photographic coverage
- Supporting multiple sport/game events on-campus throughout the term and provide assistance with either photography, videography and/or monitoring as needed
- Performing special projects as assigned

**Qualifications:**

- Must meet the work study program eligibility requirements for the 2021-2022 year
- Tech background is required
- Knowledge of printing and graphics.
- Flexible schedule with the ability to work varied hours
- Skill in verbal and written communications
- Requires great attention to detail and creative problem solving skills
- Familiarity with department programs and services is preferred (not required)
- Sufficient knowledge in Adobe, Microsoft office, as well as computer skills is preferred

**Method of Application:**

**Deadline to Apply:** August 31st, 2021  
Please send your resume, cover letter, and three references to  
[ashley.beckles@utoronto.ca](mailto:ashley.beckles@utoronto.ca)  
We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted

**Contact Information:**

Ashley McKay  
Sport Inclusion & Communications Coordinator  
[ashley.beckles@utoronto.ca](mailto:ashley.beckles@utoronto.ca)  
University of Toronto Mississauga - Recreation, Athletic & Wellness Centre  
3359 Mississauga Road  
Mississauga, ON L5L 1C6