



POSITION TITLE: Video and Communications Coordinator

LOCATION: 40 Orchard View Blvd, Suite 255, Toronto ON

POSITION TYPE: Part-time fixed term contract (30 hours/week)

9 weeks, between Jun 24 and Sep 1

POSTING CLOSING DATE: May 31, 2019

Skylark Children, Youth and is a leading Toronto-based charity dedicated to children, young people and their families struggling with complex mental health and developmental needs. Skylark is a community of services that builds the social, emotional and developmental capacity for children, youth and families to realize their full potential.

Skylark Children, Youth and Families is looking for **two** Video and Communications Coordinators to support the valuable work being done at Skylark by creating engaging, youth-friendly video content for social media to promote Skylark.

We are looking for responsible, independent individuals who will be committed to creating quality video content.

This position is funded through Canada Summer Jobs. Due to funding criteria, this position is open to individuals aged 15 to 30 at the start of employment.

KEY RESPONSIBILITIES:

- Create various video and photo content for the agency's social media pages
- Create an external communications project to promote the agency within the community
- Write scripts and coordinate the filming of videos that promote various programs within the agency
- Utilize camera equipment for filming
- Utilize editing programs
- Assist with administrative tasks.

QUALIFICATIONS/SKILLS/KNOWLEDGE

- Experience with videography and photography
- Experience with video editing programs
- Thorough understanding and knowledge of social media
- Strong written and verbal communication skills
- Excellent organizational and coordination abilities including time management skills
- Ability to work well with others
- Flexible and adaptive.

ADDITIONAL REQUIREMENTS

- Able to travel by TTC to various program sites as required
- Working hours will typically be from 9-5 but the successful applicants may be required to work occasional evenings or weekends.
- Satisfactory clearance under the Criminal Reference Check process.

TO APPLY:

Interested applicants are invited to submit both their cover letter and resume in only PDF or Microsoft word format to Deborah Greenfield, at hring@skylarkyouth.org on or before May 31, 2019.

Please quote: Video and Communications Coordinator in the subject line. Please refrain from pasting the cover letter to the body of the email.

Skylark is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

We ask applicants to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at (416) 482-0081 ext.278. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.