



Communication/Special Events Assistant

The communication assistant will assist the Communications & Marketing Coordinator in various tasks designed to benefit the growth and established mission, vision, values of Dakota Community Centre. This job would be ideal for a student looking to pursue a career in communications (journalism, media production, advertising, public relations)

- Help operate DCC's social media accounts by creating and posting content as approved by the coordinator.
- Writing, editing and proofreading stories from around the community centre.
- Assist in creating multimedia content (graphical, video etc...) for purposes of marketing and brand growth aligned to match DCC's brand.
- Assist with events (fundraising, community etc.) around the centre
- Work on building and organizing a photo library of various events and activities happening around DCC.

Qualifications and Experience:

- Demonstrate strong interpersonal and customer service skills
- Experience in digital promotion, graphic design
- Computer competency

To Apply:

We are inviting interested people to apply before April 5, 2024. Please e-mail to hr@dakotacc.com or drop off a resume at the front desk at 1188 Dakota with a short cover letter.