

🌟 NOW HIRING: Youth Digital Content Creator 🌟

📍 Cornwall, ON

📅 **Anticipated Start Date: May 4**

Are you creative, tech-savvy, and passionate about making a difference in your community? We are looking for a **Youth Digital Content Creator** to join our team and help promote literacy programs, community events, and inspiring local stories!

This position is funded through the **Canada Summer Jobs program**, providing a great opportunity to gain hands-on experience in digital marketing and communications.

🌟 What You will Do:

📱 Content Creation & social media

- Create engaging posts, graphics, and short videos
- Write clear, inclusive captions aligned with our mission
- Plan and schedule content across platforms (Facebook, Instagram, TikTok, LinkedIn, X)
- Design simple promotional materials (flyers, posters, graphics)

🌐 Website & Online Presence

- Update website content (events, blogs, program info)
- Monitor website performance and suggest improvements

✉️ Email Marketing & Communications

- Help create newsletters (Mailchimp, Constant Contact, etc.)
- Design mobile-friendly email templates
- Support email list management (CASL compliant)

👋 Community Engagement & Outreach

- Promote summer programs and events
- Share learner success stories and volunteer highlights
- Support community partnerships with shareable content

📊 Analytics & Reporting

- Track social media and campaign performance
- Create simple reports with insights and recommendations

👥 Team Support & Collaboration

- Attend team meetings and share ideas
- Organize digital files and media assets
- Assist with tech tasks (surveys, media organization)

Special Projects

- Create “how-to” guides or instructional videos
 - Support online campaigns and virtual events
 - Assist with initiatives like Literacy Month
-

Eligibility (Canada Summer Jobs):

To apply, applicants must:

- Be between **15 and 30 years of age** at the start of employment
 - Be a **Canadian citizen, permanent resident, or person granted refugee status**
 - Have a **valid Social Insurance Number (SIN)**
 - Be legally entitled to work in Canada
-

Who You Are:

- A youth (student or early in your career) interested in marketing, communications, or media
 - Creative, organized, and eager to learn
 - Comfortable using social media platforms
 - Passionate about community impact and literacy
-

Why Join Us?

- Gain hands-on experience in digital marketing
 - Build your portfolio
 - Work on meaningful community initiatives
 - Be part of a supportive and collaborative team
-

How to Apply:

Send your resume to director@tricityliteracy.ca

 **Deadline:** April 24th, 2026