



ESCC

Communications Adviser (job offer linked to a Canada Summer Jobs Contribution)

About the ESCC

The English-Speaking Catholic Council (ESCC) was founded in 1981. It is a lay, charitable, non-profit organization that seeks to be an agile, effective, and collaborative leader for the English-speaking Catholic community of the Greater Montreal Area (GMA).

Staff and volunteer Board members strive to be a forum or a hub for the GMA's English-speaking Catholics of all origins, ages, and occupations, engaging with and for them in meaningful and stimulating networking initiatives and relationship-building. In so doing, the ESCC aims to contribute to the unity and vitality of the English-speaking community in Quebec.

Our collaborative work focuses on tapping into underrecognized or insufficiently heard voices, such as those of young adults, older adults and seniors, newcomers and asylum seekers, and persons from visible minority groups.

More concretely, we help organize, coordinate, and support inclusive lay and faith-based initiatives such as:

- ✓ Thematic networking opportunities, in person and online (workshops/activities geared toward sharing and learning from peers);
- ✓ Building partnerships with youth / young adults (e.g., senior students from Montreal's Sacred Heart and Loyola High Schools, youth engaged in their parish life or in the mission of the Church);
- ✓ Connecting with university resources (e.g., students/staff from the Newman Centre of McGill University).

Job description

The ESCC has a recently renewed website, Facebook and YouTube accounts, and a new monthly newsletter to curate and improve. It also uses mailing lists to convey specific information and/or target engagement or mobilization. We are looking for someone who can help us grow our audience/collaborators, get us better organized, create some templates/guides and start engaging with the youth and young adults from our community.

Tasks

Develop a short-term **social media plan** (e.g., 2024-2025)

Recommend indicators to be tracked

Develop templates/guidelines for ESCC staff and volunteers to efficiently produce engaging content (e.g., with photos/videos and authentic story-telling/witnessing)

Create compelling content

Key skills and abilities required

Strong knowledge of website features/functionalities and most popular social media (e.g., Facebook, IG, TikTok, and LinkedIn)

Experience or familiarity with social media management tools and indicators

Possess writing and graphic design skills (to create visually engaging content)

Detail oriented, organized, and able to present guidelines in a clear manner

Ability to work independently, manage time and priorities effectively and meet deadlines

Working conditions & perks *The bilingual posting can be viewed in the Government of Canada Job Bank at:

[conseiller/conseillère en communications - Montréal, QC - Emploi - Guichet-Emplois \(guichetemplois.gc.ca\)](#)

[communications adviser - Montréal, QC - Job posting - Job Bank](#)

Term: June 10 to August 10 2024 (9 consecutive weeks)

Hours: 30 hours per week (e.g., 4 days of 7.5 hrs of work per day), daytime schedule (some flexibility) and some evening activities, Monday to Thursday primarily.

Supervisor: Executive Director

Receive a LinkedIn recommendation upon completion of the nine weeks of work

If you are interested and meet the requirements, thank you for sending your CV to escc@catholiccouncil.ca by May 24!