



Ontario Aboriginal Housing Services

Position: Communications Intern

Closing: Posting will remain open until filled

Term: 1-year Contract (35 hours/week)

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 95 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Provincial Office and Service Centre is located in Sault Ste. Marie and we have Regional Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at:

www.OntarioAboriginalHousing.ca

We are currently seeking a motivated, conscientious, and proactive individual to join our Communications team at our office in **Sault Ste. Marie**. This is a great opportunity for a recent graduate to gain valuable experience while contributing to the growth of the organization. As the **Communications Intern**, under the direction of the Communications Specialist, you will be primarily responsible for aiding the Communications Specialist with a variety of Communication-related day-to-day activities and assisting with various projects.

Duties and responsibilities will include, but not be limited to, the following:

- Support OAHS’s mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Maintain and update company website; create/update content, ensure design continuity, IT support and external web consultants/developers as required;
- Create and distribute company newsletter, develop content/images;
- Ensure digital marketing content is consistent with company brand and image;
- Create, monitor, and engage on OAHS’ social media platforms of Facebook, Twitter, and LinkedIn;
- Aid in the development of internal and external communication plans and materials;
- Assist in media (and possibly in-person) events regarding announcements;

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- Assist in the organization and planning of Full Circle Staff meetings; and
- Aid in the formulation of appropriate materials such as news releases, articles, editorials, publications and other written communications.

To qualify for this role, the successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous culture and a values system that believes in holistic wellness and in assisting people to become and stay safely housed;
- Graduate of a post-secondary degree or diploma program in the field of Communications or Marketing;
- Some experience in social media strategy and communications work would be considered an asset;
- Some experience in graphic design or videography would be considered an asset;
- Attention to detail; and
- Exceptional written, verbal, organizational and interpersonal skills.

The successful candidate will have the following Program Requirements:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

Conditions of employment:

- Ability to travel as required (limited);
- Ability to work varying hours/days, if required;
- Valid CPIC clearance (Criminal Records check);
- References;
- Current, valid Ontario Driver's License and safe driving record.

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational and other approved leaves;
 - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
 - An hourly rate of \$20

The current position is approved for a one-year contract; however, consideration may be given for extension of that period and/or future full-time employment. The successful applicant must meet the NOHFC eligibility requirements for their internship programs. This is a "paid" internship program.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. Please apply with your cover letter and resume by following the URL below:

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

For the Health and Safety of employees, all new employees are required to be fully vaccinated against COVID-19 as a condition of being hired by OAHS. For clarity, fully vaccinated means two doses of the COVID-19 vaccine and that at least 14 days have elapsed since completion of your vaccine series. OAHS will require proof of full vaccination prior to an employee's start date.

OAHS' requirement that successful applicants be fully vaccinated is subject to any accommodation obligations it may have under the Ontario Human Rights Code.

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