



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## COMMUNICATIONS ASSISTANT

<b>Job ID</b>	<b>24496-7472</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=24496-7472">https://careers.indigenous.link/viewjob?jobname=24496-7472</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2019-02-26	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Job Title Communications Assistant

Interim Job Code INT003 Pay Grid Temporary

Student Work Program Job Code WPS003 Pay Grade Level 2

Department, Unit or Project Description: The Department of Medicine is seeking a student to work as a Communications Assistant for the summer term.

Job Summary: Provide support in print and electronic media technologies to promote marketing and communication for a program or department.

Accountabilities:

- Contribute to internal communications projects, including updating content for websites, e-newsletters, print publications, video production.
- Assist program/department staff to plan, coordinate, and implement various communication projects.
- Assist in the research, development and maintenance of communication content.
- Collect, draft and write content utilizing provided templates for communication related activities.
- Compile data detailing the use of social media platforms, web traffic, media coverage and other communication related activities.

Qualifications: Education: Community college diploma or equivalent, or enrolment in relevant university program. Experience: Experience working and programming various Web and Social Media platforms.

Assets: Will require some travel to various hospital sites

For more information, visit McMaster University for COMMUNICATIONS ASSISTANT