

Social Media & Communications Assistant

Canada Summer Jobs

Last revised: April 27, 2026



The Shelbourne Community Kitchen acknowledges with gratitude and respect that we operate on the traditional territories of the Coast Salish Peoples, specifically the Lekwungen (Songhees and Esquimalt) and W̱SÁNEĆ peoples.

Purpose

The Shelbourne Community Kitchen creates opportunities with people experiencing food insecurity to cook, grow, share, and connect for improved health and wellbeing. We offer a unique neighborhood food center model, where people gather to:

- Prepare and share healthy meals together
- Access nutritious food
- Work together to grow food and build gardening skills
- Connect with other community resources and become resources for one another

The Social Media & Communications Assistant position is a great opportunity for a student or young person interested in marketing, communications, and community impact. As a Social Media & Communications Assistant, you'll support storytelling and outreach efforts that highlight our programs, community, and impact. Working alongside a supportive team, you will gain hands-on experience in content creation, social media, and nonprofit communications, while building practical skills and confidence in a real-world setting.

Specific Responsibilities:

Content Creation & Storytelling

- Create engaging content for social media, the website, and newsletters
- Work with staff to gather stories and content (e.g., program highlights, member and donor stories, volunteer profiles)
- Take photos and videos during programs and events to support visual storytelling

Social Media Support

- Help plan and schedule social media posts and campaigns
- Monitor social media channels and respond to comments, with guidance from staff
- Track basic performance metrics and contribute ideas for improving engagement

Email Communications

- Assist with creating and sending newsletters and email campaigns using Mailchimp

- Support audience segmentation and content updates for different groups

Donor Appreciation

- Help ensure donors are acknowledged in a timely and thoughtful way
- Support the development of donor recognition and appreciation materials

Design & Branding

- Create simple graphics for digital and print materials using Canva or similar tools
- Follow brand guidelines to ensure consistency across materials

Event Promotion

- Assist in promoting events, fundraisers, and programs across platforms
- Help create promotional materials in collaboration with staff

Learning & Evaluation

- Learn how to track and understand basic marketing metrics
- Contribute to simple reports and team discussions about what's working and what can improve

Other duties as assigned

Qualifications

In accordance with Canada Summer Jobs requirements, applicants must be:

- Between 18-30 years of age inclusive.
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- International students are not eligible, as per Canada Summer Jobs limitations.

Position-Specific Requirements

- Criminal record check
- Proficiency with Google Workspace (e.g., Google Calendar, Google Drive)
- Strong written communication skills and attention to detail
- Comfortable working in a team environment and open to learning
- Basic organizational and time management skills

Assets (preferred)

- Valid BC driver's licence (N class or higher)
- Experience with Canva or other design tools
- Experience with social media platforms (Facebook, Instagram, LinkedIn)
- Interest or education in marketing, communications, or a related field
- Interest in photography and/or video content creation
- Experience with WordPress

Personal Qualities

- Patient, flexible, organized, and collaborative

How to Apply

Interested candidates are invited to submit a resume and a brief cover letter. A portfolio or examples of work are welcome.

Hours and Compensation

- The position is 30 hours per week, at a rate of \$21/hr

Start Date

- This seasonal position starts on the date of hire and ends September 1, 2026.

Application Date

- Please send your resume and references to Kim Cummins, Executive Director
apply@shelbournecommunitykitchen.ca

The deadline to apply is May 10th, 10:00pm PST.

Only shortlisted candidates will be contacted.

The Shelbourne Community Kitchen is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: The Kitchen is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at The Kitchen are based on job requirements and individual qualifications, without attention to race, age, religion, sexual orientation, gender identity, disability status or national origin.