



## Summer Employment

**Position:** Communications Assistant

**Term:** May 20 – August 23, 2019

**Hours:** 35 hours per week; some flexibility required

### **Description:**

Student will work closely with the Communications Committee and report to the Municipal Clerk. The student will write stories, provide content and assist in the possible expansion of the Hanwell Herald publication. They will work on public awareness campaigns, promote community events hosted by the Municipality, and attend public events, promoting the events with photos and short write-ups for social media via the Communications Committee. They will also assist with special events, with the set up/tear down, and assist the Recreation Supervisor with maintaining the Hanwell business directory. Other related/office duties may be assigned. Must be willing to work varied hours as evenings and/or weekends will be necessary for some events.

### **Must have:**

- Valid Drivers' Licence
- Journalism or Communications student would be ideal candidate; however consideration will also be given to English students who have relevant experience and strong computer skills

### **To be eligible, all applicants:**

- Must be a team player
- Must be a resident of New Brunswick
- Must be eligible to work in Canada
- For SEED, applicants must also:
  - Be a student who was registered as full-time during the preceding academic year
  - Intend to return to school on a full-time basis during the next academic year
- For Canada Summer Jobs, applicants must also:
  - Be between the ages of 15 and 30

### **To Apply:**

Please apply in person or by mail at #5, 1757 Route 640, Hanwell NB, E3C 2B9, or by email to Terri L. Parker, Clerk/Treasurer at [tparker@hanwell.nb.ca](mailto:tparker@hanwell.nb.ca).

**\*\*Deadline for applications is April 12, 2019 by 4:00 pm\*\***