



Title: Communications and Research Assistant

Reports to: Policy & Communications Manager

Responsibilities: The Communications and Research Assistant would support the Policy & Communications Manager in the Chamber's research, policy and communications development.

Duties:

- Support Chamber communications efforts such as media monitoring, quarterly magazine development, upkeep of social media channels, website review and maintenance.
- Support Chamber research efforts including reviewing government programs including recovery programs for businesses and collecting data and statistics relevant to the local business community.
- Support the collection of member feedback on Chamber advocacy priorities.
- Support the development and maintenance of Chamber communications platforms.
- Participate in team meetings and support Chamber events.
- Other duties as required.

Skills & Experience:

- Strong communication skills both written and oral.
- General understanding of the Prince Edward Island business community and key sectors.
- Excellent organizational skills with strong attention to details.
- Able to work independently and as part of a team to manage multiple projects simultaneously.
- Able and willing to work outside of the constraints of a standard work week, as required, including the occasional evenings for events.
- Demonstrate a sense of curiosity and ability to seek out answers.
- Excellent computer skills – proficient in Microsoft Office Suite.
- Experience with social media platforms such as Facebook, Instagram, Twitter and LinkedIn.
- Experience navigating data collection websites, such as Statistics Canada, considered an asset.
- Experience with online platforms such as WordPress and MailChimp considered an asset.

Term: 8 weeks @ 35 hours per week

Rate: \$14.00 / hour

Application Deadline: June 4, 2021

Target Start Date: June 21, 2021

The Greater Charlottetown Area Chamber of Commerce is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive and equitable environment for all employees.

About the Chamber:

The Greater Charlottetown Area Chamber of Commerce connects business and community and is PEI's largest business advocacy organization with more than 1,000 members. For more information on the Chamber visit www.charlottetownchamber.com