



Digital Content Creator Internship JOB DESCRIPTION

REPORTING TO: Executive Director

PURPOSE OF POSITION

Under the general supervision of the Executive Director, the Digital Content Creator Intern will be responsible for the creation of digital content to increase public awareness of food security at a local level and to support member agencies as needed.

This position is a grant provided by the Government of Canada to provide the successful candidate with new or enhanced digital skills and knowledge giving them an opportunity to learn how to apply the digital skills in combination with soft skills.

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Digital Content Creator Intern has the following responsibilities:

- Utilize own laptop and DSLR camera
- Conduct research to learn more about current digital content trends within the non-profit industry to develop materials such as infographics, flyers, recipe cards, videos, social media graphics, etc. with the goal of increasing community engagement in food security and our organization.
- Film and edit video content for each program, as well as educational and promotional material for the organization.
- Photograph and edit photo content for the organization.
- Design informative yet creative promotional materials such as infographics, flyers, videos, social media graphics, etc. This includes researching, writing, and editing copy.
- Develop custom social media graphic templates on Canva for future use by KLFS staff.
- Support KLFS in revising the organization's communications strategy, focusing on digital communications.
- Research and participate in appropriate training related to work and overall career goals.
- Collaborate with staff on digital tasks as requested.

SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION:

1. Strong and clear verbal and written communication skills are essential
2. Experience in digital content creation, videography, and photography



3. Comfortable with digital content software such as Canva, Procreate, Adobe, etc.
4. Organized, decisive, and innovative are necessary attributes
5. Ability to work both independently and collaboratively
6. Takes initiative and is creative to achieve deliverables in a timely manner
7. Familiarity with, and a passion for our community

HOURS AND WORK ENVIRONMENT:

This is a full-time position (37.5 hours/week) until March 31, 2021. The rate for this position is \$18.40/hour. Some evenings and weekends will be required with advance notice given.

This position will require the successful candidate to work on-site at our distribution centre and food bank. The Kawartha Lakes Food Source always takes the health and safety of our team serious and has strict COVID-19 policies in place to ensure that no member of our team or our community has to compromise their health to support us or to access support.

ELIGIBLE PARTICIPANTS MUST MEET THE FOLLOWING CRITERIA:

1. Be between the ages of 15 and 30 years of age at the start of the internship
2. Has completed a post-secondary education at a recognized institution
3. Be legally entitled to work in Canada
4. Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
5. Must not be in receipt of Employment Insurance (EI) during the internship
6. Self-assess as underemployed, meaning they are employed below their level of education and/or hold part-time employment

EQUAL OPPORTUNITY:

The Kawartha Lakes Food Source is proud to be an Equal Employment Opportunity employer. Aside from meeting the requirements of this youth grant, we celebrate diversity and do not discriminate based on race, religion, sex, sexual orientation, age, disability status, or any other applicable characteristics as mentioned in the Employment Equity Act.

To apply, please send resume on or before 4:30 pm on Sunday, October 31, 2021. Please submit resume to heather@kawarthalakesfoodsource.com or in person at 164 Needham Street, Lindsay. Thank you to all who take the time to submit, however only those requested for an interview will be contacted.