



**LAKE
WINNIPEG
FOUNDATION**

Job opportunity: Communications Assistant

News

LWF

November 6, 2020

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Looking for a career that will grow along with you? LWF is currently seeking exceptional candidates interested being in our full-time Communications Assistant!

This unique opportunity will be ideal for someone with total comfort in the online world, a background in digital marketing and/or social media engagement, and the versatility to adapt to the changing needs of our team and the dynamic nature of our mission.

This position will appeal to an energetic, highly organized and motivated young professional who thrives in a high-output, high-impact team environment and is looking for the opportunity to develop their skills through mentorship. If you are described as creative, results driven, self-motivated, energetic, innovative and not afraid to roll up your sleeves to help, we want to learn all about you.

Key job functions of this position include:

- Supporting the Communications Director as needed in all aspects of LWF's communications work
- Managing and evaluating LWF's website and social media to maintain a credible, on-brand, content-rich online presence, and deepen supporter engagement
- Supporting donor communications and donor database management

As Communications Assistant, you will be an integral part of our dedicated team committed to the health of Lake Winnipeg. We are looking for someone creative, confident, inherently helpful and highly organized who will consistently and enthusiastically support the Communications Director and contribute to our organizational culture. We offer a competitive salary, vacation and benefits package. We are looking for a full-time, long-term employee and we will hire as soon as we meet the right person.

Applications are due by end of day, Friday, Nov. 20, 2020. Interested candidates can apply directly through our advertisement on [indeed.ca](https://www.indeed.ca), or submit a cover letter and resume to our contracted Hiring Assistance Service, One Recruits, ATTN: Laura Wortley at laura@onerecruits.com.

Additional information about this position is available on [Indeed](https://www.indeed.ca).

We thank all candidates who apply, however, only those selected for an interview will be contacted.

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