



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

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www.kmhc.ca

Summer Student Job opportunity

POSITION	Communications Support Workers, Determinate Full-Time 30 hours per week, Mon-Fri June 03 – August 09 (10 weeks)
JOB SUMMARY	Communications Support Worker(s) will support the Communications and Public Relations Officer (KMHC) in day-to-day tasks within three (3) areas: <ol style="list-style-type: none">1. Internal support: draft/send all-staff memos, maintain staff lists, assist with staff-event coordination (in-house)2. External support: draft communiques, maintain website content/Facebook page, collaborate with local news/media, assist with staff-event coordination (off-site)3. Media specialist: create and edit videos/tutorials, design posters/pamphlets, support with annual report <p>Students are expected to participate in weekly team meetings and should have some background in a communications-related field (school or past work experience).</p> <p>*Knowledge about the Kanien'keha:ka culture and language is an asset.</p>
REQUIREMENTS	Second (2) year CEGEP student, or, third-fourth (3-4) year University student Must be registered with KSSEP
DEADLINE	Friday, May 10, 2024 at 3:30 pm
SALARY	<u>CEGEP (Level C):</u> \$16.50/hour x 10 weeks x 30 hrs/week <u>UNIVERSITY (Level D):</u> \$17.25/hour x 10 weeks x 30 hrs/week
APPLICATIONS	<u>Please submit a complete application package which includes:</u> <ul style="list-style-type: none">• Letter of Intent• Resume• A signed Privacy Waiver along with a photocopy of a valid photo Identification Card <p><u>You can find the following documents on www.kmhc.ca/careers:</u></p> <ul style="list-style-type: none">• Privacy Waiver <p><u>Submit applications to:</u> kmhc.hr.kahnawake@ssss.gouv.qc.ca</p>