

Communications Designer

Adam House is a refugee home that provides shelter and support for newly arrived refugee claimants in Toronto. We serve refugee claimants by providing a welcoming short-term home; advocating for access to social, medical, and legal services; assisting with the refugee claimant process; facilitating integration; educating churches and the community about the refugee landscape; and responding to opportunities for growth.

We have 4 sites—our main site located near Dufferin & Bloor, and three transitional housing units located in North York and East York. Altogether, Adam House provides housing and support for up to 46 persons at a time. Additionally, we support former residents and drop-in clients.

Job Details

The funding for this position is provided through Canada Summer Jobs. Applicants must be:

- between 15-30 years of age
- Canadian citizen; permanent resident; or convention refugee/protected person
- Legally entitled to work in Canada

Start Date: ASAP for 8 weeks

30 hours per week, \$16/hr

The position is approximately 25% in-person, 75% virtual. In-person will for the most part take place at our Dufferin & Bloor location.

Primary Tasks

- Compiling material for, writing, designing, and distributing newsletters
- Actively updating all social media channels and growing the social media presence for Adam House
- Graphic design
- Keeping website up to date
- Being an active member of our Toronto Waterfront Run Charity Challenge committee by undertaking strategies to recruit runners, creating fundraising accounts, and attending monthly committee meetings and bi-weekly practices when possible, and planning future communication to runners/fundraisers
- Stockpiling images and photographing events and everyday life at Adam House
- Event planning and promoting our upcoming events

Send resume and brief email cover letter to ichaimiti@adamhouse.org.