



# St. Matthew's Bracondale House

707 St. Clair Ave. W., Toronto ON M6C 4A1 tel. 416-656-2669 fax. 416-656-8052

## St. Matthew's Bracondale House ([www.smbh.ca](http://www.smbh.ca)) Canada Summer Jobs - Program Assistant - IT

**Wage:** \$14.50 per hour  
35 hour week  
**Duration:** 8 weeks  
**Start Date:** 05 Jul 2021  
**Finish Date:** 27 Aug 2021  
**Hours:** Mondays to Friday 9- 5 p.m.

*(In the current context of COVID-19, we provide a safe work environment guided by Municipal, Provincial and Federal public health information)*

### Responsibilities

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- Creation, development, deployment and ongoing management of our website
- Virtual tour of facilities and typical apartment
- Update, maintain, monitor (and set-up) our social media accounts (Facebook, Instagram)
- Conversion and development of our printable media online into fillable forms
- Marketing our virtual program offering
- Design and implement a database for new and existing service recipients

### Qualifications

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- Upper-level undergraduate or graduate students with a background IT, communications, social sciences
- Excellent communication, organizational and time management skills
- Excellent writing skills
- Experience in with working with seniors would be an asset

The Student will be directly supervised by the Program Director. Meetings are held to outline tasks and responsibilities, engage in problem solving and address any issues or concerns of the student.