



## EMPLOYMENT OPPORTUNITY: CONTRACT POSITION

### Support Materials Writer – Program Development

*(This is a Canada Summer Jobs position funded by the Government of Canada.  
Applicants must be between the ages of 15 and 30 years old)*

<b>Employment Type</b>	: Short-term contract, full-time or part-time. (Negotiable, full-time preferred) Maximum of 280 hours.
<b>Level</b>	: Entry-level
<b>Location</b>	: Toronto, ON. (This position will be based remotely from home during COVID19 pandemic).
<b>Organization Website</b>	: <a href="http://www.easterseals.ca">www.easterseals.ca</a>
<b>Compensation</b>	: \$14.25/hour
<b>Application Deadline</b>	: May 21, 2021

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**Easter Seals Canada is committed to the quality of the internship program we offer. The successful candidate — will be provided with mentoring and genuine learning and skills-development opportunities.**

*Testimonial from former Easter Seals – (CSJ) Support Material Writer - Program Development*

*“It is not an exaggeration to say that working for Easter Seals Canada last year was one of the best employment experiences I have had to date. Not only was Easter Seals Canada willing to accommodate my disabilities, but they saw my differences and experiences as a person with disabilities as a valued asset, not a hindrance, to the team. In my experience, this is a mindset that can be difficult to find in the workforce. Without worrying about what are often considered my limitations, I could dedicate my whole mind to the task at hand. Using my knowledge, skills and experience, I was able to help Easter Seals Canada continue to improve the lives of children and youth with disabilities, as they had for me while I was growing up.” – Jessica G.*

**About the Organization:**

Established in 1922, Easter Seals Canada is a national charitable organization with close to 100 years of community service across the country. We are a trusted industry leader and, in partnership with our federated member organizations in each province, we are Canada’s largest local provider of programs, services, issues-leadership and development for the disability community. We strive to enhance the quality of life, well-being and independence of Canadians living with disabilities by ensuring that children, youth and adults have access to the equipment, technology, programs, services and support they need to maximize their potential, realize their aspirations, and participate fully in society.

**About the Position:**

The Support Materials Writer - Program Development is a short-term contract funded by the Government of Canada (ESDC) through its Canada Summer Jobs (CSJ) initiative, which is intended to provide youth with the opportunity to build their skills and gain high-quality paid employment experiences.

Reporting to the Senior Manager, National Corporate Partnerships, and working in conjunction with other Easter Seals staff, the successful candidate will assist in the planning, coordination and implementation of a number of campaigns, events and initiatives which are detailed in the *Duties and Responsibilities* section below.

By the end of the contract, the Support Materials Writer - Program Development will have had the opportunity to learn and hone their skills with specific (new) software, build their professional networks, and develop their skills and experiences in a multitude of areas such as research and writing; written and oral communications; event planning, coordination and evaluations; graphic design, publishing and video-editing; and much more.

The following description provides a brief outline of the duties and responsibilities of the position, as well as the skills and characteristics that would help ensure a successful placement and positive experience.

**Duties and Responsibilities:**

- Support the planning, promotion and implementation of Easter Seals' Red Shirt Day Campaign (held in conjunction with National AccessAbility Week) by researching, writing, designing and developing meaningful and compelling (digital and print) activities, resources and content for various age groups – particularly for elementary and secondary students – that would assist them in learning about and taking action to enhance accessibility and inclusion of people with disabilities in their communities (e.g., schools, workplaces, etc.).
- Assist in the planning, coordination and implementation of Easter Seals' online Community Conference and Accessibility Innovations Student Competition, including communicating and coordinating with participants and partners, and conducting and analyzing evaluations.
- Other duties as assigned.

**Desired Skills and Characteristics:**

The ideal candidate will have a genuine interest in working in the charity/non-profit sector, and/or in advancing issues pertinent to persons living with disabilities. Desired skills and characteristics include:

- A strong desire to learn, and willingness to take direction and accept constructive feedback.
- Enjoys problem-solving and a fast-paced work environment.
- Proactive, creative, enthusiastic, and flexible.
- Outstanding oral and written communication skills. French-language skills an asset.
- Collaborative, with excellent interpersonal skills.
- Excellent organizational skills, with accuracy and attention to detail.

**Education and Other Experience:**

- Diploma/Degree in related field such as Social Work, Education, Political Science, Marketing/Communications, etc.
- Advanced skills in Microsoft Office (Word, Excel) is required.
- Prior experience/training using MS Publisher, Adobe Photoshop, Adobe InDesign/Illustrator, Adobe Premiere, WordPress, and/or HTML/CSS/Javascript an asset.
- Prior experience/training in writing and publishing an asset.
- Graphic design, video production/editing, and web development experience an asset.
- Prior experience in curriculum writing or as an educator an asset.
- Prior lived experience or training in working with or issues affecting individuals living with disabilities an asset.

Qualified and interested applicants are invited to submit a resume and cover letter addressed to Easter Seals Canada at [partnerships@easterseals.ca](mailto:partnerships@easterseals.ca), no later than **5:00 pm, Sunday, May 21, 2021**.

*We thank all applicants for their interest. Only shortlisted candidates will be contacted for an interview.*

*Candidates from diverse groups are encouraged to apply. We are also committed to fostering an inclusive, barrier-free and accessible environment. If you have been contacted for an interview and require an accommodation due to a disability to participate in the recruitment and selection process, please advise and we will work with you to meet your needs.*