

Communications Assistant: Podcast Project

Summer Employment Contract

Job Description

About The East Island Network for English Language Services

The East Island Network for English Language Services (REISA) is a not-for-profit network of community and public partners working to develop and promote access to English-language health and social services in the East and North of Montreal. REISA works in nine boroughs on the island of Montreal, including Ahuntsic-Cartierville, Anjou, Montreal-North, Rivière-des-Prairies–Pointe-aux-Trembles, Rosemont–La Petite-Patrie, Saint-Laurent, Saint-Léonard, Villeray–Saint-Michel–Parc-Extension, Mercier-Hochelaga-Maisonneuve.

About the Position

REISA is seeking a student or recent graduate to fill the role of Communications Assistant for a part-time job opportunity that will work primarily out of our Saint-Léonard or Saint-Laurent office, depending on the organization's needs.

Skills & Responsibilities

- To support the communication coordinator in filming, producing, and editing REISA's podcast.
- Collaborate with supervisor and other team members to develop content that is current, engaging and accessible.
- Recording video footage and editing both the audio and visual elements of a podcast
 - Ensure high-quality production by managing sound levels, removing background noise, syncing visuals with audio
 - Incorporating necessary transitions and effects to create a polished final product
- Develop and maintain professional relationships with podcast guests, hosts, and other team members.
- Occasionally help with the organization's communications tasks, ensuring effective and consistent messaging across different platforms.

Required

- Bachelor's degree in relevant fields such as Marketing, Communications, Public Relations, Journalism, Media Studies.
- 1 to 2 years of experience in a relevant field, including internships, paid work and volunteer experience.
- Strong written and spoken English. French would be considered an asset.
- Strong organizational and interpersonal skills.

Other Qualifying Competencies and Aptitudes

- Knowledge of issues pertaining to access to services in English.
- Knowledge of the nine boroughs REISA works in.

- Experience in community development and the non-profit sector.

Employment Details

- May 5, 2025 – July 24, 2025 - 12 weeks
- Part-time: 2 – 3 days per week – maximum of 15 hours a week.
- Salary \$23.70/hour

Please submit your CV, cover letter and two examples of your work to outreach@reisa.com by Friday, April 11th, 2025.