



THERAPEUTIC RIDING ASSOCIATION OF OTTAWA-CARLETON INC.

6362 Bank Street, Unit 1

Greely, Ontario K4P 1J4

Phone: 613-821-1844 Email: exec_dir@ottawatherapeuticriding.ca

Website : <https://ottawatherapeuticriding.ca>

Facebook: www.facebook.com/TROttRiding/

Instagram: www.instagram.com/trott_riding/?hl=en

**JOB POSTING: INTERNET COMMUNICATIONS MANAGER
SUMMER EMPLOYMENT 2024**

The Therapeutic Riding Association of Ottawa-Carleton (“TROtt”) is looking for a reliable team player with the necessary skills for the summer employment position of “Internet Communications Manager”.

Duties:

- Re-design and launch website incorporating accessibility standards for people with diverse disabilities.
- Develop content for website and social media channels, including text, graphic images, photographs and/or videos, being mindful of accessibility standards.
- Post content on the appropriate channels.
- Collaborate with staff and volunteers to develop and implement communications strategies.
- Assist in the analysis of the agency’s communications on our stakeholders.
- Other duties as assigned

Requirements:

- Demonstrated experience designing and implementing websites that incorporate accessibility standards
- Knowledge of web accessibility standards
- Experience developing content for Facebook, Instagram and Linked In
- At least one year of relevant post secondary experience
- Team player but with an ability to work effectively independently
- Excellent written communications skills
- Well organized
- Level 3 Criminal Records & Judicial Matters Check (CRJM) required
- This position is funded by Canada Summer Jobs. As a result, the successful candidate must meet the following additional criteria:
 - is between 15 and 30 years of age (inclusive) at the start of employment;
 - is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
 - is legally entitled to work according to Ontario legislation and regulations.

Terms of Employment:

- July 2 to Aug. 26 inclusive (8 weeks)
- 35 hours per week (7 hours per day, Monday to Friday)
- \$17.00 per hour

How to Apply:

- Please send your resume **detailing your experience** to exec_dir@ottawatherapeuticriding.ca
- Deadline to apply is June 17, 2024

The Therapeutic Riding Association of Ottawa-Carleton is an equal opportunity employer. Applications from members of equity-seeking groups are encouraged.