

The A.N.A.S.A. Collective

## Communications Coordinator

**Posting closes:** 5:00pm on Thursday April 22, 2010  
**Contract Term:** 12 weeks, starting in early May 2010  
**Compensation:** \$4,000 total for 12 weeks  
**Job Location:** Scarborough, Ontario

**Interested candidates must be age 30 or under, currently unemployed, not on E.I., and out of school full-time by April 30. The chosen candidate must own a laptop and all required software programs to effectively conduct their daily duties.**

The A.N.A.S.A Collective is a community-led initiative based in Scarborough that supports young women through its annual Pre-Employment and Career Advancement project activities from a holistic perspective.

We have an internship opening for a Communications Coordinator. Working in collaboration with A.N.A.S.A's Executive Director, Fashion Phoenix Project Coordinator, & Marketing Coordinator, this role is responsible for the day-to-day updates and development of effective print and online communications for A.N.A.S.A's external and internal audiences. The Communications Coordinator supports A.N.A.S.A's marketing & communications strategies and ensures that all communications and marketing collateral are accurate for syntax and content.

Essentially reporting to the Executive Director and Fashion Phoenix Project Coordinator, the duties and responsibilities of the Communications Coordinator may include:

- Support the development and distribution of internal and external communications materials (e.g., presentations, website content, press releases, reports and other business materials) as required
- Develop and implement communications ideas and strategies that engage A.N.A.S.A's target audiences, donors, sponsors and other stakeholder groups
- Ensure the consistency of branding and messaging of all communications materials
- Coordinate with A.N.A.S.A's Website & Graphic Designers to regularly update and maintain the A.N.A.S.A website with both copy and content including events and promotions
- Distribute regular correspondence to retailers and fashion designers
- Edit and proof-read final copies of internal and external communications material developed by A.N.A.S.A's associate staff as required
- Will work with associate staff to assist with the development and implementation of all PR and Marketing strategies to make A.N.A.S.A's future social enterprise endeavor - Clothing Retail Outlet and Fashion Studio - a success
- Participate in special projects and assume other duties and responsibilities as assigned by the Fashion Marketing Coordinator

The ideal candidate has an educational background in Communications, Media or Public Relations, Journalism or related discipline or equivalent work experience in the fashion industry, advertising production, print, radio, TV or internet and at least 1 to 2 years as a Communications Assistant or Coordinator.

Proficiency in Microsoft Office programs, strong grammar, writing and proofreading skills with some design skills and knowledge is essential. In addition, knowledge of editing process and standard copy editing as well as Canadian Press (CP) style is required. Experience working in under-served communities or at-risk youth is an asset.

**Please send your resume along with a cover letter in Word or PDF format telling us why you would be perfect for this job to Attn: Hiring Committee and submit by email to [info@anasacollective.com](mailto:info@anasacollective.com). For additional information, please call (416) 723-8331.**