



CANADIAN  
CENTRE FOR  
RURAL CREATIVITY

**Canadian Centre for Rural Creativity (CCRC)**

**ruralcreativity.org**

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**JOB DESCRIPTION**

*Creative Assistant*

<b>Job Title</b>	Creative Assistant
<b>Location</b>	Virtual
<b>Position Status</b>	Full-Time (35 Hours per Week) Summer Employment (8 Weeks)
<b>Reports to</b>	CCRC Executive and Creative Director

**JOB STATEMENT**

Reporting to the Executive and Creative Director of the Canadian Centre for Rural Creativity, the Creative Assistant works with the Executive and Creative Director to support the development and marketing of the Grand River Community Play project. Responsibilities include outlining, sourcing, and coordinating project resources, and marketing as well as communicating with stakeholders, project partners and engaged consultants. In this role the incumbent will also support the Executive and Creative Director to plan, organize and prepare storytelling content for the play.

**ESSENTIAL FUNCTIONS**

1. Support the Executive and Creative Director with the Grand River Community Play project.
2. Interact with stakeholders, project partners and consultants connected to the project.
3. Coordinate and plan project schedule, logistics and resources.
4. Assist with administrative tasks related to planning such as budget and finance.
5. Plan, design and post updates about the project on the website, and social media.
6. Organize, schedule and prepare storytelling content.

## **JOB SPECIFICATIONS**

### *Education and Experience*

1. Enrolled or completed educational studies in administration, communications, creative arts, rural studies, audio/visual production, or related field.
2. Experience in, or passion for, creativity, art, rural development, dissemination of knowledge, and the enrichment of rural spaces.
3. Previous experience planning and organizing events or hybrid meetings is an asset.

### *Knowledge, Skills, and Abilities*

1. Organized and ability to multi-task.
2. Comfortable public speaking and connecting with new people.
3. Strong computer skills. Knowledge of Microsoft Office, Google Workspace, and graphic design tools.
4. Ability to express ideas and information through verbal and written communication. Professional writing and presentation style.
5. Strong analytical, critical thinking, and problem-solving skills.
6. Ability to work alone. To plan and organize tasks in the pursuit of organizational objectives.
7. Excels in a non-profit atmosphere. Ability to work under volunteer board supervision.

## **WORK ENVIRONMENT**

CCRC works virtually and this position is “work from home”. The CCRC is based in Ontario and operates in the Eastern time zone.

## **COMPENSATION**

The hourly wage for this position is \$15.50 per hour plus vacation pay.

## **POSITION DEPENDENT ON FUNDING ALLOCATION**

Position is pending funding approval.

## **EQUITY, DIVERSITY, AND INCLUSION STATEMENT**

The Canadian Centre for Rural Creativity (CCRC) is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous Peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productivity engage with diverse communities. CCRC is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify the organization and we will work with you to meet your expressed needs.

## **ELIGIBILITY**

*This position is funded through the Canada Summer Jobs Program*

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, those legally authorized to work in Canada will be given priority.

## **HIRING PROCESS**

Interested applicants are encouraged to submit their resume and cover letter via email. For more information contact Peter Smith at [peter@ruralcreativity.org](mailto:peter@ruralcreativity.org).

Submissions will be accepted until position is filled. Initial review of applications will take place May 18, 2023.