



Junior Social Media Assistant

Inspire + Connect + Equip parishes to become missional – to go out into the world, to live Jesus’ message of love, and to invite others to live it too. That’s the driving force behind Divine Renovation Ministry, a Halifax-headquartered organization committed to growing and supporting leaders who are renewing the global Catholic church.

We work all over the world – from Down South to Down Under – to inspire and support parishes that want to be more. We connect with parish leaders who are passionate about sharing the Good News of Jesus’ love for every person. We see believers grow spiritually, serve their community, and love Jesus. You don’t have to be Catholic to do this job – lots of our employees aren’t – but you must have a genuine desire to support our team towards this goal.

As the **Junior Social Media Assistant**, you will be part of Divine Renovation’s Marketing-Communications team, which supports our global ministry across five regional offices. Supported by the Manager of Social Media & Communications, you will spend 8-14 weeks, 35 hours per week, working with our Media Director and our Social Media/Comms Team to repurpose our legacy video content (webinars, talks, etc.) and repackage them in Canva to be published as video clips and quotes for social.

If you’re looking for the chance to grow in your field, develop new skills and learn from diverse teams, read on.

Key responsibilities:

- Graphic design
- Basic video editing
- Scheduling new and legacy content on our social media scheduler
- Following a marketing plan and writing supporting copy
- Organizing and managing an extensive media database

This can be a fully remote-working position with support and team contact through Microsoft Teams but, if you’re near HRM, we’d be happy to invite you to on-site work.

What You’ll Gain:

- Understanding of the value leveraged by social media promotions
- Enhanced skills in cataloguing and managing an extensive media collection
- Experience with tools for effective scheduling, time management and communication
- Opportunities to partner across departments



- Exposure to leadership training, including how to work through challenges, make best use of resources and communicate effectively

What We're Looking For:

Our team works at a healthy clip, so this role will engage an energetic, organized person who can take direction and work independently. You are:

- Starting full-time university or college studies in an accredited program, or already enrolled and planning to return to university or college in the Fall 2024
- Studying Video Production, Applied Media & Communication Arts, Radio Television Journalism, Screen Arts, Media Arts, or Fine Arts with a major or minor in Film
- A permanent resident of Nova Scotia (or have lived in the province for at least six months before beginning work with us)

Familiarity with Canva and the Adobe suite of products is an asset, but experience with similar software is good too.

Ideally, you will have your own system capable of running our license of Adobe Premiere. However, if you're based in or near the Halifax Regional Municipality a system can be provided.

To apply for this opportunity, please send your resume and a cover letter describing why you and this opportunity are a good match to resume@divinerenovation.org by **19 April 2024**.

We thank all those who apply, however only those invited for an interview will be contacted.

Nova Scotia Summer Skills Program 2024

Task Table	Percentage of Time
Web Design or Update / Social Media	30%
Video Production / Graphic Design	20%
Collaborating / Partnering	20%
Coordinating / Organizing	10%
Communication	10%
Training, Marketing, Summarizing, Data Collection and Management, Database Use	10%