



Canada Summer Jobs: Communications Officer - Website and Technical Support Deadline: June 7, 2023

Time Commitment: 35 hours/week for 8 weeks between June 19 - August 11, 2023

Compensation: \$15.75/hour

Positions Available: 1

Location: Remote

Note: This is a position funded by the Government of Canada through the Canada Summer Jobs Program. Please ensure that the following eligibility criteria can be met before applying:

- Be between 15 to 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Have a valid Social Insurance Number and be legally entitled to work in Canada

The Communications Officer will help improve PEARL's website and support with designing social media materials, including infographics, videos, and interactive maps. The officer should have some experience using WordPress and be able to contribute to further establishing and strengthening PEARL's brand and image.

Responsibilities:

- Help maintain our website, processing updates and developing new pages as need be
- Assist with graphic design projects as they arise for various sectors of the organization
- Play an ad-hoc technical support role for the organization as a whole and for team members

Skills preferred:

- Technical
 - WordPress
 - Understanding UI, cross-browser compatibility, and general web functionality and standards
 - General knowledge of utilizing web applications and programming languages
- A strong eye for design
- High attention to detail
- Strong communication skills for internal and external communication
- Ability to work well in teams, particularly teams that span across multiple geographies
- Strong time management skills and ability to adhere to deadlines
- Ability to work independently



PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | pearlaction.org | contact@pearlaction.org

How to Apply

By 11:59pm EST on June 7, 2023, please send PDFs to careers@pearlaction.org with the subject line: [Last Name, First Name] - Website and Technical Support (CSJ 2023) including the following:

- Cover letter
- Resume

PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from equity-seeking groups, such as women, non-conforming gender identities, members of the LGBTQIA+ community, and disabled people. Accommodation can be provided throughout the selection process as long as candidates make their needs known in advance by emailing careers@pearlaction.org with the subject line: Accommodations request - Website and Technical Support (CSJ 2023)