



Live & Let Live Foundation
362 Cornell Centre Boulevard Markham. ON
livefoundation1920@gmail.com
647-836-6264

Live & Let Live Foundation.
Job Posting: Communications Manager / Social Services

Hours: 35 hours a week

Hourly rate: \$15.50

Total weeks: 6 weeks

Qualification: University student under between age 16-30

Live & Let Live foundation is looking for dynamic personnel to upgrade their portfolio through program planning. Understand the importance of program planning, develop communications in the community and outreach and invite participants to the program.

The Communications manager will work closely with the Executive director in the following fields:

- Update the website, add advertisements and events to the website.
- Design and create a plan for the rest of the year towards planning and programming.
- Observe the weekly program and design programs that suit the needs of individuals and groups.
- Assist with the weekly program, each Thursday 3-5pm
- Work closely with other staff members
- Follow instructions towards preparation tasks for programming.
- Research other organizations and learn new ways of programming.
- Create and plan a program binder.
- Plan quarterly events to raise awareness about the organization.
- Organize a policy binder with Organization logos.
- Go through the binder for additional policies if any.
- Attending online weekly meetings to update tasks and responsibilities.
- Work from home on other days except Thursdays
- Needs access to computers.
- Knowledge of website development, computers, excel, word document and additional skills preferred.

Please send your resume to livefoudnation1920@gmail.com

Address : Sajeda Khan

Executive Director

647-836-6264