



Digital Content and Design Assistant (High School Co-op)

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About York Region Educational Services:

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in York Region and beyond with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

About this opportunity:

As a Digital Content and Design Assistant, you will support YRES's digital media and design needs by creating engaging visual content, managing online platforms, and assisting with branding initiatives. You will contribute to strengthening YRES's online presence while supporting our community programs and organizational projects.

Key responsibilities are as follows:

- Coordinate, supervise, and support volunteers or student interns involved in digital content creation to ensure professional conduct and fulfillment of duties.
- Create digital promotional materials such as newsletters, social media graphics, videos, website visuals, and flyers to promote YRES programs and community initiatives.
- Develop, schedule, and assist in leading training sessions for volunteers or staff working on digital media tasks.
- Collaborate with external community organizations to enhance digital outreach and form strategic creative partnerships.
- Revise or design YRES digital learning and marketing materials (e.g., slides, brochures, web graphics) using Canva and other design tools.
- Capture, edit, and produce media content for day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.
- Work in various sectors of the company! While most time will be spent on content creation and design tasks, candidates may also work on projects related to other fields (e.g., business development) to support operational expansion.

**Requirements:**

- Dedication and passion for community impact, education, and youth-focused initiatives, along with a strong interest in digital media and design.
- Excellent written and verbal communication skills for interacting with team members.
- Ability to work independently and collaborate with multiple stakeholders throughout marketing projects.
- Proficiency in using Google Workspace and Canva.
- Creative, innovative thinking and strong problem-solving skills.
- Exceptional attention to detail.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.

Assets:

- Experience in digital content creation, graphic design, social media management, or multimedia production.
- Experience in project coordination, team collaboration, or campaign management.
- Experience working with educational programs, community initiatives, or youth-focused organizations.
- Fluency in more than one language (reading, writing, speaking, and listening).