

**Marketing & Communications Assistant**  
**Act Five - Hamilton, ON**



**About Act Five:**

Act Five is a discipleship community that offers a 8-month Christian Gap Year program (for 18-20 year olds) & Residency program (for 21-30 year olds) based out of a community home in Hamilton. With Act Five, you are invited to live, learn, work and grow while traveling and adventuring across Ontario and North America. Act Five is an invitation to join others like you on a journey to explore and discover who you are, who God is and how He is leading you.

**Role Overview:**

The Marketing and Communications Assistant helps to authentically tell the Act Five story throughout the summer months, on various platforms and to a wide range of audiences through storytelling and media creation. Creative tasks include and are not limited to content creation, video editing, graphic design, blog writing and editing, and participation in the creation of the Act Five Podcast. This is an opportunity to gain mentorship and practical media experience, and this role provides opportunities to build a professional portfolio and equip young adults with vital digital and communication skills that are in demand across industries.

**Hours of Work:** Full time (30 hours/week) for 16 weeks, beginning May 5, 2024.

**Reports To:** External Initiatives Lead

**Key Responsibilities:**

- Assist with online content creation in preparation for the fall launch of the Act Five Gap Year and Residency programs
- Organize program photo and video files
- Gather photo and video content and design graphics as needed for Act Five's ongoing development
- Create social media content including photo, video, event postings, and blogs as directed by the External Team Lead
- Ensure website content and event page are up to date
- Develop and complete other creative projects as it pertains to Act Five's mission and vision, in consultation with other staff
- Participate in the events and activities of the Act Five summer community, for the purpose of personal enrichment and photo/video coverage
- Participate in weekly 'Spaghetti Wednesday' meals at the Act Five residence, and commit to being an active member of the Act Five summer community.
- Collaboration with staff as a way to gain mentorship and practical media experience
- Participation in the planning, recording, and production of the Act Five podcast

**Skills & Abilities:**

- Employees should hold a clear understanding of Act Five's mission and vision and desire to tell the story of Act Five



- Employees must have relevant experience in photography, videography, graphic design, communications and media software, and/or social media posting.
- Employees should demonstrate initiative, ability to work independently and be a self-starter, flexibility, organization, and skills in verbal and written communication.
- Preference will be given to candidates with the ability to reside onsite at the Act Five residence in downtown Hamilton.

**Education/Experience:** Minimum high school diploma. Priority given to those with post-secondary education completed or in progress in a related field. Prior experience with the Act Five program is an asset.

**Salary:** \$20/hourly, pending funding. Residence at 75 Blake St is an asset (with consideration for a rent reduction to further support employees).

**To Apply:** Send resume and cover letter to [azilney@actfive.ca](mailto:azilney@actfive.ca) by March 1, 2025.