

JOB POSTING

Program Support - Multimedia and Software

This is a part-time contract position.

Expected Position start date: As soon as possible

Position Reports to: Manager, Centre for Immigrant Research

Position Details

Reporting to the Project Associate, the Program Support - Multimedia and Software is responsible for capturing high-quality photography and videography during project-related events and designing branded digital assets that align with the Centre's visual identity. The contractor will also ensure the Centre's website and digital platforms maintain consistent and professional design standards throughout the project period.

The ideal candidate will have:

Education & Experience

The ideal candidate will have a post-secondary degree or diploma in a relevant field such as social sciences, graphic design, multimedia production, or communications. They bring at least two years of professional experience in creative production, project support, and stakeholder engagement, ideally within non-profit, academic, or community-based environments. Experience working with diverse communities or in multicultural settings is considered an asset, along with strong organizational and administrative skills.

Key Responsibilities

Creative & Digital Media

- Capture and edit high-quality photography and videography for project events.
- Design digital graphics and branded templates aligned with the Centre's identity.
- Ensure consistent branding across all creative outputs and digital platforms.
- Finalize and deliver visual content in alignment with project timelines.

Project Coordination & Research Support

- Support IRCC-funded projects and ensure timely deliverables.
- Contribute to reports and support evidence-based project development.

Stakeholder Engagement & Communication

- Assist with meetings, workshops, and stakeholder engagement activities.
- Collaborate with academic and community partners.
- Promote programs through social media and partner networks.

Administrative & File Management

- Maintain organized project files and databases in compliance with confidentiality policies.
- Perform general administrative duties and other tasks as assigned.
- Performs other job-related duties as required by the supervisor.

Competencies**Knowledge of:**

- Latest local and international trends, approaches, discourses, and research on settlement, and migration (basic knowledge).
- Research approaches in the study of newcomer, migrants, migrations, community development, and societies.
- Current discourses and issues relating to equity, diversity and inclusion in minorities.
- Settlement, migration, forced migration and immigration processes - broad patterns and phenomena relating to these (basic knowledge).
- Trending technologies, such as AI platforms, digital messaging and chatting tools, including those powered by AI (basic knowledge/awareness).
- MS Office Suite, MAC OS, and the Internet.
- Additional language is an asset.

Skills:

- Ability to work independently under minimum supervision.
- Strong communication and interpersonal skills.
- Strong organizational and time management skills.
- Empathy and cultural awareness.
- Ability to detect patterns and core elements in complex issues.
- Creativity and flexibility.

Ability to:

- Be sensitive to cultural differences and work with a diverse population.
- Ensure accountability of all levels in the organization.
- Be creative and innovative.
- Maintain confidentiality and integrity.
- Drive around or travel according to project needs.

If you feel this position suits your career goals, and you have the skills we are looking for, please send your **resume and cover letter to research@immigrant-education.ca**.

We thank everyone for their interest in this position, but only candidates who have been shortlisted will be contacted. Thank you for taking the time to send us your application.