



JOB POSTING

JOB TITLE:	Media Coordinator
REPORTS TO:	Communications Manager
COMPETITION NUMBER:	2025 – 17
WAGE:	\$18.20 PER HOUR
DURATION:	8 WEEKS
POSTING DATE:	APRIL 29, 2025
CLOSING DATE:	MAY 13, 2025

THIS IS A FULL-TIME TEMPORARY YOUTH CANADA SUMMER JOBS POSITION (FOR EIGHT (8) WEEKS)

Who We Are: London & Middlesex Community Housing (LMCH) provides 3,282 housing units across 32 properties to more than 5,000 people. Those who call LMCH home are a diverse cross-section of individuals including families, seniors, adults, and new Canadians, all of whom are living with limited income. At LMCH, we believe that housing is the foundation of a better tomorrow.

Mission: LMCH provides and maintains homes in a safe and supportive environment to meet the needs of the people we serve in our communities.

Vision: LMCH envisions healthy homes and communities in London and Middlesex. Leading by example, LMCH will help make a difference and positively impact lives using housing as the foundation.

LMCH Values:

To	Collaborate
To be	Accountable
To be	Responsive
To promote	Equity

1. PURPOSE OF THE JOB

LMCH is looking for a strong youth Canada Summer Jobs applicant whom will be assisting the Communications department as a Media Coordinator.



2. DUTIES & RESPONSIBILITIES

- Collaborate with the communications team to design marketing materials, such as flyers, brochures, and infographics for LMCH initiatives.
- Develop video content for multiple channels, showcasing community impact stories, resident programs, and organizational milestones.
- Assist in managing the organization's social media accounts by creating visually appealing posts and updating banners or profile visuals.
- Work with the team to brainstorm and execute creative campaigns that enhance public awareness and engagement.
- Maintain and organize the digital asset library, ensuring all graphic and video content is stored and labeled appropriately.
- Assist in creating visual templates for internal and external communications.

3. SKILLS DEVELOPMENT:

- **Technical Skills:** Graphic Design (Adobe Creative Suite), Video Editing (Premiere Pro, Final Cut, or similar tools).
- **Creativity:** Creating visual solutions and applying those to Storyboarding, branding, and campaign design.
- **Adaptability:** Working on diverse projects as a team and individually while responding to evolving priorities.
- **Communication:** Conveying complex ideas visually to varied audiences.

4. ELIGIBILITY:

To be eligible to participate in the Canada Summer Student Program with LMCH you must:

- Be available to work for the full eight-week program
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.
- Be between 15 and 30 years of age at the start of your employment.

Please note that international students and other temporary residents of Canada are not eligible to participate in the program.



5. WE CARE PHILOSOPHY:

The incumbent contributes and supports the overall culture and working environment of the agency by:

- Having a working knowledge of cultural, social, and demographic patterns relating to vulnerable priority populations.
- Committing to harm reduction and low-barrier service, as well as non-violent crisis intervention, de-escalation, and supporting citizens.
- Committing to work in a diverse, interdisciplinary setting.
- Understanding and being sensitive towards the belief systems of other groups, the complexity of those facing poverty, and their individual unique strengths and needs.
- Setting an example of a strong work ethic and positive team attitude.
- Working with diverse communities with sensitivity, creativity, innovation, language, and cultural understanding in a non-judgmental manner.

6. WAGE:

Hourly wage of \$18.20 per hour for 8- 35 hour work weeks.

Normal working hours are 8:30 A.M. to 4:30 P.M. Monday to Friday.

WHAT'S NEXT:

Once you apply, we will review your resume and cover letter to determine if your skills and experience match the qualifications for the role.

Only qualified candidates will be contacted for next steps.

If you move forward, the process may include an interview, written/practical test, and reference check.

Here is your chance to bring your knowledge and expertise to our team and contribute to providing improved LMCH communities. When submitting your cover letter and resume, be sure to tell us about your skills and qualifications that are a match to those specified in the job posting.

A cover letter and resume must be received by 4:30 PM, MAY 13, 2025.



Late applications will not be considered.

Please send your cover letter and resume to the attention of:

Spencer Harrold
Human Resources Assistant
London & Middlesex Community Housing
1299 Oxford Street East, Unit 5C5 London, ON, N5Y 4W5
E-mail: employment@lmch.ca

London & Middlesex Community Housing (LMCH) is committed to equity in employment. Our goal is a diverse, inclusive, and barrier-free workplace that reflects the communities we serve.

We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Please advise if you require an accommodation during the selection process.

Thank you for your interest in London & Middlesex Community Housing!