

## Intern Job Description

### **Assistant Community Liaison**

Closing date: Friday June 23<sup>rd</sup>, 2017

Location: Toronto, ON

Type: Temporary

### **Summary**

The Toronto Right to Life Association (TRTL) is hiring one summer intern for the position of Assistant Community Liaison. TRTL is a volunteer, non-sectarian, human rights organization. We educate about the right to life for all human beings from conception to natural death. The Assistant Community Liaison will directly contribute to increasing Toronto Right to Life's capacity to provide education by assisting our connection with the local community while working out of our central Toronto office.

### **Duties and Responsibilities**

The Assistant Community Liaison will:

- Dialogue and correspond with community leaders and residents in Toronto and the GTA
- Dialogue with the public about abortion
- Update database records
- Assist with blog writing and social media
- Assist with preparation for TRTL's Christmas Card Campaign

### **Qualifications**

- Excellent organizational, written and oral communication skills
- Detail oriented and committed to meeting deadlines
- Excellent interpersonal skills
- Experience working in a team setting
- Post-secondary or secondary school enrollment

**Salary:** \$11.40/hour

**Hours:** 30 hours/week, Monday to Friday

**Duration:** Eight weeks

**Start date:** On or before Monday July 4<sup>th</sup>, 2017

**Closing date to apply:** Friday June 23<sup>rd</sup>, 2017

Please submit a resume and cover letter to:

Toronto Right to Life Association

Email: [office@trtl.ca](mailto:office@trtl.ca)

Phone: (416) 483-7869

Toronto Right to Life is an equal opportunity employer and does not discriminate against age, gender, ethnicity, sexual orientation, religion or disability.

We thank all those who apply. Only those selected for further consideration will be contacted.