



National
Capital
FreeNet

Libertel
de la Capitale
Nationale

HIRING

**Summer Communications Coordinator
Ottawa, ON**

Application deadline: Tuesday, May 21 at midnight ET.

Term: 10-12 weeks, depending on start date
30 hours per week
\$22/hour

About us:

National Capital FreeNet (NCF) is a local, not-for-profit alternative to commercial internet service providers. Since 1992 we have served more than 100,000 members and we currently serve more than 4000 members.

We believe that everyone in Canada's National Capital Region has a right to affordable, high-quality internet that they can understand how to use, while feeling safe online. As a social enterprise, we invest in bandwidth and community services, keeping prices as low as we can while staying sustainable.

In 2017 NCF launched our Community Access Fund offering a lower-cost plan for Ottawa Community Housing tenants. We are currently building a free Community WiFi Network serving Vanier, Overbrook and parts of Sandy Hill and Lowertown.

Given NCF's work to advance digital equity, this position will help develop and increase NCF's communications about our work. This could include:

- supporting the planning of community info-sessions and workshops related to the new Community WiFi network
- helping organize digital skills workshops
- researching and producing new content for the website
- writing blog posts and other content about digital equity, including the digital divide and community networks
- creating social media content to help promote NCF's mission, workshops, the free Community WiFi network, and digital skills resources

Qualifications:

This position relates to education and experience in communications, journalism, social science and advocacy.

Bilingualism and experience in not-for-profits and working with volunteers are assets.

This position is based in the NCF office and does not include remote work.

This position is being funded by the Canada Summer Jobs program and successful candidates must meet the following eligibility criteria: youth between 15 and 30 years of age at the start of employment; being a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, have a valid Social Insurance Number and be legally entitled to work in Canada.

Working environment:

This position will work in a team with staff and volunteers, but also on their own.

How to apply: Please send CV and cover letter to careers@ncf.ca. PDF attachments are accepted. We encourage applications from under-represented communities. We thank everyone for applying however only those accepted for an interview will be contacted. No phone calls please.