



Minds Matter Magazine

COMMUNICATIONS ASSISTANT

We are looking for an individual who is up-to-date with current affairs in mental health. As an MMM Communications Assistant, you will explore and curate newsletter topics with a sense of open-mindedness, sensitivity, and social perception

WHAT WE ARE LOOKING FOR

- Hard workers to work with our Communications Coordinator to create a monthly newsletter for magazine subscribers
- Ability to develop well-researched, engaging content that is presented in a clear, concise and coherent manner
- Creative individuals to make and distribute press-releases to promote MMM campaigns, events and contests to the general public
- Familiarity with MMM's image and ability to ensure this image is accurately represented as a mental health platform and student organization
- Strong prioritization and time management skills
- Strong written communication skills

REQUIREMENTS

- Experience writing for a newsletter or blog an asset but not mandatory

WORKING WITH MMM

At *Minds Matter Magazine*, we place a strong emphasis on working collaboratively with a diverse team of students, community members, and advisors. As a member of our team, we expect honesty, compassion and commitment.

Select applicants will be asked to participate in an interview during late April, 2018. Please feel free to reach out to us if you have any questions or need any accommodations!

REACH OUT TO US

Facebook

/MindsMatterMagazine

Twitter

@MindsMatterMag

Instagram

@MindsMatterMagazine

Website

mindsmattermagazine.com

HOW TO APPLY

Email us at mindsmattermagazine@gmail.com with the subject title: Recruitment 2018 (Communications Assistant) by April 14, 2018. Please include your **cover letter, resume, and the following:**

- Find three recent mental health-related articles and summarize each in under 300 characters (in newsletter style)

In your cover letter, please indicate how you heard about this opportunity (whether through our social media, a class announcement, etc.).

We are very excited that you're interested in joining our team, due to the volume of applicants we ask that you allow us up to a week to get back to you.

ACCESSIBILITY

***Minds Matter Magazine* is strongly committed to providing equal opportunities by cultivating diversity within our community and masthead.**

We actively welcome applications from Indigenous/Aboriginal people of North America, visible minorities, people with disabilities, persons of any sexual orientation or gender identity, and any other identities who may contribute to the further diversification of ideas.