Communication Assistant

Do work that matters. Grow with a positive, collaborative team. Water First is looking for creative, enthusiastic relationship-builders to support sustainable access to safe, clean water in partnership with Indigenous communities across Canada.

Water First is a registered charity grounded in trust-building, meaningful relationships, and lasting impact. Our engagement is guided by responsibility and accountability, with Indigenous voices, experiences, worldviews, and inherent rights centred across all our work.

To ensure Indigenous perspectives lead discussions about work with Indigenous communities, we integrate consultation with Indigenous staff, the Indigenous Advisory Council, community partners, and Indigenous members of our Board of Directors.

We respect and value Indigenous cultural traditions and practices in our workplaces, including the burning of medicines such as tobacco, sage, cedar, and sweetgrass. All employees are expected to maintain strong Indigenous historical and cultural awareness and commit to ongoing learning to support respectful, informed approaches throughout the organization.

This role will help support the planning, design, and coordination of Water First's social media and website updates, while also assisting in the design and creation of materials to support program delivery.

Start Date: Monday, October 19, 2026
End Date: Friday, January 29, 2027
Work Location: Weekly hybrid role pending on proximity to Water First Creemore office; open to remote candidates in British Columbia, Alberta, Manitoba and Ontario as well. Must also be able to work from Water First's Creemore office occasionally (3-4 times annually) to attend critical meetings
Job Type: Part-time contract, 22.5 hours per week
Salary range: $23 - $24 / hour

Responsibilities for this position include, but are not limited to:
Support content creation and materials:

- Collaborate with the Communications and Development Specialist and programs team to create graphics, videos, content, and digital tools/assets to support program delivery
- Develop content for social media posts, including design, video editing, and copy
- Create to support fundraising campaigns and strategies
- Design/layout training manuals and program support materials

Raise organizational awareness:

- Contribute to initiatives that raise awareness about our work, and/or engage donors, to build greater support for the organization, in coordination with Communications and Fundraising.

The ideal candidate for this position will possess the following:

Qualifications:

- Evidence of professionalism, judgment, initiative, tact, discretion, confidentiality, diplomacy, and creativity
- Evidence of creativity and the ability to come up with engaging content ideas

Skills:

- Collaboration and Teamwork
- Strong Communication
- Problem-solving
- Time Management

Please Note:

- Water First's standard operating hours are Monday to Friday, 8:30 am-4:30 pm Eastern Time, with reasonable accommodations for flex-time.
- All applicants must be legally authorized to work in Canada and possess a valid Social Security Number (SIN).
- Candidates will be required to undergo a Vulnerable Sector security check as a condition of employment.

Excited to learn more about this opportunity? We'd love to hear from you. Water First is committed to a diverse and inclusive workforce and strongly encourages Indigenous applicants. We are dedicated to a fair, equitable, and barrier-free hiring process in accordance with AODA and will provide accommodations upon request.

While we appreciate the interest of all candidates, only those candidates selected for an interview will be contacted.
Interested candidates should please forward their cover letters and resumes to hr@waterfirst.ngo