

Canada Summer Jobs (CSJ) Programs Assistant – Education
Description

Position Title: Programs Assistant – Education
Location: 124 Merton Street, Suite 401, Toronto ON M4S 2Z2
(5-minute walk from Davisville subway)
Job Type: Hybrid Full Time [Canada Summers Jobs](#) (CSJ) placement. 8 weeks at 35.00 hours per week. (Tuesday's & Thursdays in-office required / Monday, Wednesday, Friday remote).
Term: June 10th 2025 – August 5th 2025
Compensation: This is a Canada Summer Jobs placement for 8 weeks at 35.00 hours per week. The hourly rate is 18.00/hour.
Supervisor: Pauric Keegan, Communications and Marketing Specialist,

About Asthma Canada

Our vision at Asthma Canada is a future without asthma. As the only national organisation solely dedicated to helping all Canadians affected by asthma, we are committed to improving the lives of the Canadian asthma community through education and support services, research, and advocacy. Please visit our website at www.asthma.ca to learn more.

Position Summary

This position offers hands-on experience in communications and marketing within a national health nonprofit. Working closely with the Communications & Marketing Specialist, you'll support a variety of projects that raise awareness of Asthma Canada's education, advocacy, and research initiatives.

You'll gain practical skills in content creation, social media, digital campaigns, and nonprofit communications—while helping us reach over 4.6 million people living with asthma in Canada.

This is a great opportunity to strengthen your communications skills and make a real impact in the health charity sector.

Tasks and Responsibilities

- **Content Creation**
Use Canva and other design tools to create eye-catching print and digital materials that support Asthma Canada's programs, advocacy work, and fundraising campaigns.
- **Storytelling**
Collaborate with people in our asthma community to help tell their stories in a meaningful way. These stories will be shared across our platforms to raise awareness and build connections.
- **Writing & Communications**
Help write and edit content for a variety of channels, including our website, newsletters, social media, and media releases—making sure our voice stays clear, consistent, and engaging.
- **Social Media**

Create and manage content for our social media accounts to spark conversation, grow our online presence, and keep our community informed and inspired.

- **Website Support**

Assist with keeping our website up to date and easy to navigate. Help write or refresh content as needed to make sure it reflects our latest work and priorities.

- **Campaign Support**

Support the planning and execution of awareness campaigns—including upcoming campaigns focused on **wildfires**, **seasonal allergies** and **summer heat**. Help develop creative materials, write content, and share key messages across platforms to reach and engage the public.

About You:

Ideal candidates will be energetic, inventive, hard-working, social media and web-savvy, and brimming with ideas about creative ways to engage people living with asthma in Canada in our mission and bring research to life.

- Strong interpersonal and communications skills
- Strong writing, proofreading, editing, and research skills
- Self-motivated, strong organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm and interest in healthcare and non-profit sector

Education and Experience:

- Currently enrolled in a post-secondary program or Bachelors or Diploma in relevant discipline
- Proficiency with Canva and/or Adobe Photoshop desired (or willingness to learn)
- Good grasp of social media tools and platforms (Facebook, Twitter, Instagram, Hootsuite)
- Familiarity with Constant Contact or other web-based e-marketing service is an asset
- Familiarity with WordPress is an asset

To Apply:

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

Send cover letter and resume to info@asthma.ca with the subject line “Programs Assistant – Education”.