



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 Summer Jobs](#) (CSJ) placement. 8 weeks at 35.00 hours per week. (Tuesday & Thursday in-office required / Monday, Wednesday, Friday remote).
Term: June 22nd 2026 – August 17th 2026
Compensation: This is a Canada Summer Jobs placement for 8 weeks at 35.00 hours per week for a total of 280 hours. The hourly rate is 19.00/hour.
Supervisor: Jenna Reynolds, Vice President, Mission, Advocacy & Research, jreynolds@asthma.ca

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 program delivery and communications within a national health nonprofit. Working closely with our small team, 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 4.8 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, summer heat and back to school**. 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
 - Good grasp of social media tools and platforms (Facebook, Instagram, LinkedIn, YouTube)
 - Familiarity with Constant Contact or other web-based e-marketing service is an asset
 - Familiarity with WordPress is an asset
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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 between 15-30 years of age, at the start of the funded position.
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN
- International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program

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