

**Position Title:** Working Group on Stress, Trauma, and Resilience (WGSTR)  
Communications and Administrative Assistant

**Compensation:** \$20/hr, 20 hrs/week

**Location of work:** Remote

**Contract Length:** 1 year (start date September 1<sup>st</sup>, 2021)

**Job description:** The Working Group on Stress, Trauma and Resilience is a new interdisciplinary Carleton University research group within the CHAIM centre that is focused on identifying the factors that favour the development of stress-related pathology, and concurrently determine the processes that promote resilience. We are hoping to build our web and social media presence to target health researchers across disciplines, community partners and others working in health-related fields, students, and the lay public. We are also planning a one-day research symposium for our members sometime in summer 2022.

The Communications and Administrative Intern will oversee our web presence and initiate and maintain our social media (Twitter, Facebook, Instagram, LinkedIn). They will also assist with planning our symposium. As such, the main tasks of the intern will be to:

- Attend meetings of the WGSTR (monthly)
- Liaise with our members to ensure website content is up-to-date and relevant
- Liaise with the CHAIM centre administrative team to ensure coordination between the WGSTR and CHAIM centre
- Post relevant content to our social media feeds
- Support the organization of our upcoming symposium
- Provide administrative support for members in grant applications
- Assist with other activities associated with knowledge dissemination as needed

The WGSTR Assistant is expected to work well individually and as a member of a team, to have a strong work ethic, to be adaptive and flexible as challenges or new needs arise, to demonstrate initiative, and to show a strong sense of accountability. Strong communication skills and social media savvy are necessary.

Set work hours for this position will be determined by mutual agreement with the WGSTR Communications and Administrative Assistant and members of the working group.

**If interested, please send your cover letter and resume to [kim.hellemans@carleton.ca](mailto:kim.hellemans@carleton.ca)**