

April 7, 2026

Communications Assistant – Canada Summer Jobs Posting

Calgary-based Charity Youth en Route empowers youth age 14-18 to be independent and connected to their communities by teaching cycling skills and providing bikes, helmets and locks. After five classes in a physical education cycling unit, youth have the skills and confidence to pedal their path and are empowered to go places. The organization is a partner in a new DIY Community Bike Shop and is organizing a celebration of cycling called CycleFest for June 6 in downtown Calgary.

We are looking for a communications, journalism or PR student to work with our Youth en Route team for 12 weeks starting in May to support our online and visual story-telling and website.

Your Responsibilities:

- Create blogs, social media posts and videos to tell the stories of our organization.
- Update and maintain www.youthenroute.ca web site including site health, QC analysis, meeting accessibility standards.
- Take compelling photos and videos
- Create graphic designs, info graphics and use other visual story-telling techniques
- Use YER web-based resources to create projects using your own devices. (Canva, google drive)
- Create electronic database of photos and resources
- Create reports to evaluate website and social media engagement and success
- Meet assigned deadlines
- Support and update web site, social media and communications strategies in conjunction with the YER Board's communications committee.

Your Qualifications:

- The candidate will be highly motivated, willing to work in both an individual and team-oriented environment
- Strong oral, written and visual communication skills

- Excellent web site production skills with WordPress, including functionality and optimization
- Excellent social media and engagement skills
- Willingness to learn, edit, listen, rewrite and try new things is key
- Experience and/or passion for urban cycling and active travel modes is an asset.

Education and Experience:

- Enrolled in, or recently graduated from, a certified post-secondary communications, journalism or public relations program.

Employee Status : Temporary summer employment supported by the Canada Summer Jobs Grant

Remuneration and requirements

- Pay of \$20 per hour, based on 35 hours per week and 12 weeks of employment.
- Ability to get around the city to support events at various high schools
- Ability to start May 4th, 2026.

Apply with short cover email, resume and one sample of writing skills, and one sample of online design skills or website to Info@youthenroute.ca

For more information connect with Laura Shutiak at info@youthenroute.ca

Deadline for applications is Sunday April 19th at 11:59 p.m.