



## Digital Organization & Communications Support (Three Week Term)

**Location:** Remote

**Job Type:** Temporary Summer Student; 20 hours per week

**Compensation:** \$30/hr

### Position Overview

The Summer Student will support the Canadian Forage and Grassland Association's (CFGA) communications and digital organization activities by cleaning, sorting and structuring key information assets. This short-term role focuses on improving the usability, accuracy and accessibility of contact lists, media libraries and event records. The summer student will work closely with the communications team to ensure materials are well-organized, consistently labeled and ready for future program delivery and outreach.

### Key Responsibilities

#### 1. Contact & Subscriber Organization (Constant Contact)

- Review existing contact lists, subscriber groups and tags
- Identify duplicates, outdated entries and incomplete records
- Sort contacts into appropriate categories (e.g., partners, producers, provincial associations, event attendees)
- Apply consistent naming conventions and tagging structures
- Document any gaps or recommended improvements for future list management

#### 2. Digital Media Sorting & Labeling

- Organize photos, graphics and other media assets stored online (e.g., shared drives, cloud folders, website media libraries)
- Apply clear, consistent file names and metadata (dates, event names, subjects, locations)
- Group media into logical folders or collections for easier access by staff
- Flag any missing or low-quality assets and identify opportunities for improved media organization





### 3. Event Attendance Records Cleanup

- Review attendance lists from past workshops, webinars and meetings
- Correct formatting issues, remove duplicates and ensure consistent naming conventions
- Relabel lists using standardized titles (event name, date, location)
- Organize files into a clear folder structure for future reporting and reference
- Prepare a summary of cleaned attendance data for internal use

### 4. General Administrative Support

- Maintain organized digital folders and ensure materials are stored in appropriate locations
- Support small communications tasks as assigned (e.g., labeling documents, updating simple spreadsheets)
- Provide weekly progress updates to the communications lead

### Skills & Attributes

- Strong attention to detail and accuracy
- Comfortable working with digital tools and cloud-based systems
- Ability to follow naming conventions and organizational standards
- Reliable, self-directed and able to complete tasks within short timelines

### Deliverables (End of Three Weeks)

- Cleaned and organized Constant Contact subscriber lists with updated tags
- A fully sorted and labeled media library with consistent naming conventions
- Standardized and clearly labeled attendance lists for all assigned events
- A brief summary report outlining work completed and recommendations for future organization

### To Apply

Individuals interested in this position, please address applications to:

Trudy Kelly Forsythe, Communications Manager

Email: [info@canadianfga.ca](mailto:info@canadianfga.ca)

