



## About HSLM

HSLM is a charitable organization whose mission is to lead London and Middlesex in building a humane and compassionate community for all animals. We improve the lives of animals in our community by providing shelter and appropriate new families.

## What we are looking for

We are seeking a highly motivated and passionate person to join our growing development team as **Web Developer and Communications Assistant** reporting to the Communications and Events Coordinator for 8 weeks in the summer of 2026. This professional must have a creative approach, be adaptive, and be motivated by communications that attract and retain donors and sponsors.

To be eligible for the Canada Summer Jobs funding program, the candidate must be between 18 - 30 years of age and eligible to work in Canada.

The ideal candidate should have relevant education and experience in web development, marketing, sales, or fundraising with a diversified portfolio. We work in Wordpress and are seeking an individual that is already comfortable working with that platform with little supervision. This is an exciting role for a professional with a passion for contributing to the goals of a growing community-based charitable organization.

## Hours of work:

This is a full-time position working 37.5 hours weekly for 8 weeks. Must be available to attend meetings and events during the evening and on weekends as needed.

## Professional Responsibilities

- Maintain proficiency in platforms such as WordPress and Canva to support website updates and creative content development.
- Communicate confidently and professionally with donors, sponsors, and community partners across various channels.
- Apply a creative approach to storytelling, campaigns, and outreach initiatives to enhance engagement and visibility.
- Effectively manage multiple projects simultaneously, demonstrating strong organizational skills and attention to detail.
- Prioritize tasks as needed to ensure deadlines and team objectives are met efficiently.
- Support a collaborative work environment while independently managing responsibilities within a fast-paced setting.
- Participate in various HSLM events, public relations and promotional activities.

## Qualifications

- Post-secondary education in fundraising, communications, marketing, web development or a related field.
- Proficient in the use of Google Suite.

- Experience managing social media platforms, including Instagram and Meta Business Suite.
- Experience with email marketing platforms such as Constant Contact.
- Knowledge of and experience within the charitable and not-for-profit sector.
- Comfortable presenting and speaking to the public.
- Excellent oral and written communication skills for effective business correspondence and newsletter development.
- Strong organizational, problem-solving, and analytical skills.
- Acute attention to detail.
- Self-starter who takes initiative and is able to work independently with minimal supervision.
- Ability to multi-task, prioritize, and adapt to change using strong organizational and time management skills.
- Strong interpersonal skills with the ability to build and maintain relationships.
- Ability to maintain confidentiality.
- Demonstrates creativity and a proactive mindset, consistently seeking opportunities for growth and improvement.
- Positive attitude with the ability to have fun while working hard.
- A genuine affinity for animals and a strong belief in the benefits of animal adoption.

**Location:** 1414 Dundas St., London, Ontario

**Terms of Employment:** Contract for 8 weeks; 37.5 hours per week, \$21.05 per hour

**Anticipated Start Date:** TBD, May or June 2026

Humane Society London & Middlesex (HSLM) is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates.

HSLM is committed to developing inclusive, barrier-free selection processes, and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

To apply for this position, please email your resume and cover letter to [vzubick@hslm.ca](mailto:vzubick@hslm.ca) with the subject line "Web Developer and Communications Assistant". Please note, this is an open position, submissions are reviewed as they are received.

We thank all applicants for their interest. Given the volume of applications received, we will respond only to those candidates who are selected for interviews.

**No drop-ins or phone calls please.**