

Work Study Position – FALL/WINTER – Communications and Events Assistant – International Relations Program Alumni Association (IRPAA)

DEPARTMENT OVERVIEW:

The International Relations (IR) Program is a well-respected interdisciplinary undergraduate program within the University of Toronto's Faculty of Arts & Science that is hosted by Trinity College. In fact, Trinity's IR program is the oldest and largest program of its kind in Canada and has been the model for innovative interdisciplinary undergraduate education at the University of Toronto. The program is designed to equip students with knowledge of the international system using the methods of historical, political and economic analysis. Trinity College and the International Relations Program have emerged as the intellectual hub of international affairs in Canada.

DUTIES:

The International Relations Program Alumni Association (IRPAA) is an association created by and for graduates of the University of Toronto's International Relations Program. Its mission is to keep International Relations Program alumni connected to the program, create strong connections within the alumni community, and support current and future students in navigating their careers.

The Assistant to the IRPAA will be working collaboratively with the organization to fulfill this mission and will also be involved in the following activities:

- Working collaboratively with the Director of Communications to manage the IRPAA's communications with IR students and alumni, including:
 - The IRPAA's newsletter, (e.g., writing alumni features, promoting IRPAA events and initiatives)
 - Creating social media content (LinkedIn, Instagram) to promote the IRPAA's events (e.g., graphics, promotional materials)
 - Administering the IRPAA's content calendar to ensure timely and consistent publication aligned with visibility goals
- Working collaboratively with the Director of Events to support event planning and logistics

- Supporting the IRPAA's engagement with its key U of T partners including the International Relations (IR) Program, IR Society (IRSOC), and Trinity College's Alumni Office.
- Engaging with members of the alumni community to promote the IRPAA.
- The work-study student will also have leadership opportunities such as moderating IRPAA events with high-profile alumni speakers and networking with IR alumni.
- Every effort will be made to balance the work-study student's responsibilities with their academic responsibilities.
- Other duties and tasks as required

QUALIFICATIONS:

The International Relations Program Alumni Association is looking for a student who is interested in honing their skills in communication and event planning and contributing to fostering an engaged IRPAA community

- IR student looking to build their leadership skills and grow through engagement with the IRPAA
- Ability to work collaboratively as part of the IRPAA team, and with students, alumni and faculty
- Demonstrated interest in communications and event planning
- Ability to manage multiple tasks, meet deadlines and support with keeping track of event details (e.g.: registration forms, guest lists, etc.)
- Some experience with coordination and logistics for events, such as in a student group
- Some graphic design skills and familiarity with design tools, such as Canva or Adobe Photoshop.
- Experience using email marketing software, such as Mailchimp, is a plus.
- Familiarity with photography and short-form video editing, as well as tools such as Adobe Creative Suite (e.g., Photoshop, Premiere Pro) or CapCut, is considered an asset.
- Some copywriting skills
- Creativity and problem-solving skills
- Strong communication skills

Number of vacancies: 1

Application deadline: September 20th, 2026

Hours per week: Variable, up to 15 hours.

Remuneration: \$17.60 per hour

Please visit the [University of Toronto's Work-Study website here](#) for more information including eligibility.