



Parent Support Services Society of BC

Job Posting – 2018 Summer Employment Opportunity Program & Marketing Assistant

Prince George and Region – Parent Support Services Society of BC – Job Description

Working under the supervision of the Executive Director and Communications Officer, the Program & Marketing Assistant will assist in special event planning, fund and awareness raising activities and parenting program related activities (planning annual event for Grandparents Day and potentially planning annual Circle family picnics; partnership & sponsor recruitment; outreach; promotion; volunteer recruitment).

General Activities

- Work closely with the Provincial Office Grandparents Day Committee and liaise with Prince George staff
- Work with Provincial Office and Summer Staff to solicit donations from the Prince George area for our online auction
- Liaise with other staff of the Society including other summer work students using skype and other technology.
- Play a role supporting Prince George staff in organizing the Grandparents Day event in the Prince George region.
- Participate in other agency events (CRD picnics, Pride Parades, etc)
- Support the Prince George coordinator with any duties assigned
- Build on the contacts and resources currently in existence for the region

Qualifications

- Must be a returning full-time student up to age 30
- Self- starter with excellent written/oral communication skills
- Market and promote the organization in the region
- Comfortable speaking to the public and asking for donations of items and cash for a special event
- Build on the existing database of donations for our silent auction
- Ability to put together silent auction packages and to track donations
- Able to work both as part of a team and independently
- Identify volunteers for special events, and potential facilitators
- Solid computer skills (including proficient use of internet, email, social media and Microsoft Office programs, and WordPress).
- Proven research skills
- Basic understanding of family and parenting issues and community resources (desired)
- Commitment to the values of diversity and inclusion
- Ability to work within the guidelines of confidentiality

Send resume to: **Parent Support Services Society of BC** hr@parentsupportbc.ca

Please put Prince George – Program and Marketing Assistant in the subject line

Will require use of reliable computer and to work from home. May require the use of a car.

Closing Date: June 29th, 2018 noon

This is part of the Canada Summer jobs initiative.

People of Aboriginal ancestry, visible minorities are encouraged to apply