



## **Job Posting - 2022 Summer Employment Opportunity**

### **Communications Assistant - \$21/hr**

#### **Provincial Office – Parent Support Services Society of BC**

Working under the supervision of the Executive Director and Program Managers, the Communications Assistant will assist in marketing program related activities (events i.e., family camps, volunteer training, parenting workshops, etc.); research; newsletter, website maintenance; social media; and, media relations.

#### **General Activities**

- Assist in annual circle events and camps for families.
- Assist with event planning and promotion.
- Assist in volunteer recruitment, community outreach and fundraising activities.
- Assist with agency, program and events promotion in social media.
- Assist with updating promotional package and provincial networks database.
- Assist with community workshops, presentations and special events.
- Assist with updating website and developing social media.
- Assist with provincial newsletter.
- Assist with reception/intake calls and file/data management.
- Liaise with other staff of the Society including other summer work students using Zoom/Teams

#### **Qualifications**

- Must be a returning full-time student up to age 30
- Excellent written/oral communication planning and organizational skills
- Demonstrated skill in using social media for promotion (desired)
- Willing and able to ask for donations for possible events (desired)
- Able to work as part of a team and also independently
- Hold basic knowledge of family and parenting issues and community resources
- Solid computer and graphic skills
- Proven research skills
- Commitment to the values of diversity and inclusion
- Ability to work within guidelines of confidentiality
- Additional languages (desired)
- While we offer a flexible/hybrid/remote work environment, we believe students will have a more learning-rich environment in-person and will consider this in the hiring process

**Send resume with a cover letter to: [info@koja-consulting.com](mailto:info@koja-consulting.com)**

**Please put Communications Assistant in the subject line**

**Closing Date: May 18, 2022**

**People of Indigenous ancestry, with disabilities and from racialized communities are encouraged to apply.**

*This is part of the Canada Summer Jobs initiative and is 8 weeks for 30 hours/week. PSS is committed to “recruit and develop a well-qualified and efficient organization that is representative of the diversity of the people of British Columbia”. PSS is committed to the Calls to Action of the Truth and Reconciliation Commission.*