

Village Vancouver - SUMMER EMPLOYMENT OPPORTUNITY

Promotion and Outreach Assistant

Village Vancouver is seeking an energetic and organized individual with a passion for community development to assist with promotion and outreach associated with the day to day business and longer term community and environmental goals of this dynamic non-profit society. Please visit our website at www.villagevancouver.ca to learn more about us.

In compliance with Canada Summer Jobs guidelines, applicants must:

- be registered full-time students during the preceding academic year and have intentions to return to school on a full-time basis in the next academic year
- be a Canadian citizen, a permanent resident, or have official refugee protection status, and be legally entitled to work in Canada
- be between the ages of 15 and 30

Qualifications:

- Interest in community development
- Knowledge of office procedures
- Familiarity and experience with a broad array of social media
- Possess general computer skills, including the ability to update social media and websites
- Excellent communication skills (written and oral)
- Ability to work with other organizations and people in a collaborative manner
- Experience working, studying, or collaborating with people from diverse cultures and economic backgrounds
- Familiarity with graphics programs
- Familiarity with the Strathcona neighbourhood an asset

Projects & tasks may include:

- Staffing the office and light maintenance
- Promoting Village Vancouver programs and projects
- Facilitating community outreach
- Assisting in preparing the annual report
- Producing the monthly newsletter and event posters
- Website maintenance, and upgrades.
- Helping with Car Free Day and events such as workshops and other Village Vancouver activities,

- Other tasks as needed

Rate of Pay: \$15.00 per hour + 4% in lieu of vacation

Job Duration: 7 weeks at 35hr/wk between June 13th - August 8th 2018

Location: Field House office in Strathcona Park.

Deadline for Applications: Please submit a cover letter indicating your interest in this position and your eligibility for employment, and a resume, including three references and their contact information, by email to ross@villagevancouver.ca 9 am on Tuesday, June 12th, 2018.

We thank all applicants for their interest. Only those selected for an interview will be contacted.