



Summer Outreach & Communications Assistant

This position is funded through Canada Summer Jobs program and is open to all youth ages 15-30

Duties

New West Family Place supports families with services and resources that empower them to thrive! We are hiring for a summer position to assist with our communications and outreach to ensure that we are able to connect with ALL families and empower them to thrive! Are you motivated? Creative and energetic? A strong communicator? Do you love kids and community events? A summer job at New West Family Place might be right for you!

New West Family Place is seeking a highly motivated team-player with excellent communication skills to join our dynamic team to present, educate and promote New West Family Place throughout the summer.

This key role is to deliver events, promotions, outreach, and support our summer programs. The purpose is to increase awareness, appreciation and support for families in New West by connecting, engaging and interacting at our six sites around New West and our community events.

Key elements of this job may include:

- Create compelling social media campaigns to visually share the stories of New West Family Place's programs and initiatives;
- Engage diverse families who may not have heard of Family Place's services, including newcomers, LGBTQ, and Indigenous families, through activities, workshops, on-site and community events, including Fridays on Front, New West Pride, Canada Day and others;
- Ensure access to the information and referrals need to get more involved or get the support they need;
- Provide support and recreation opportunities for children 0-5, on site, with the various New West Family Place drop in programs at the six locations around New West
- Provide promotional information to draw visitors to New West Family Place locations;
- Assist with the development, planning, delivery, and evaluation of outreach events;
- Work collaboratively with a variety of New West Family Place team members.

This position is for 35 hours/week beginning July 2, 2019 to August 27th, 2019. The position will require variable hours, weekends and holidays, as well as work in a range of weather conditions. Successful candidates must commit to the entire work term. The position is open to any youth ages 15 – 30.

Please submit a resume and cover letter that highlights the following experience

- Experience working, volunteering, planning and/or coordinating public events

- Experience creating and delivering presentations and/or public speaking to a variety of audiences
- Experience writing articles, stories, or social media campaigns
- Experience with computer software (such as: Microsoft Office suite)
- Experience delivering activities or programming to multicultural audiences
- Experience with photography and videography (note: a portfolio may be requested)
- Experience with web design and photo-editing software
- Experience working with social media platforms (Facebook, Twitter, Hootsuite) on behalf of an organization or group

Abilities and Skills

- Advanced communication skills (oral and written) in the candidates first language (English or French)
- Ability to work collaboratively with others
- Ability to interact with and present to a wide variety of audiences
- Ability to adapt to a variety of situations and changing work locations
- Ability to connect with people

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

To apply: Please submit resume with cover letter to info@nwfamily.bc.ca before May 23, 2019 at 4:00 pm