



Communications Coordinator

This position will work with the Artistic Director, members of the Still Moon Arts Board and Communications Committee, and the summer team. It is designed to fulfill the administrative and outreach needs of the Society, while catering to the goals of the summer student. Through this job, the student will be able to support and build a deeper understanding of the daily administrative and artistic tasks required to run a small non-profit community arts organization.

Responsibilities

- Collaborate with Communication Committee on maintaining and developing engaging regular content across all communications platforms (website, newsletter, social media, print media)
- Develop and maintain virtual Still Creek Stories website
- Update, reorganize, and promote Still Moon Arts website
- Research and develop a Still Moon Arts' new media strategy; including blogging, videography, and/or podcasts
- Create poster designs and handbills for event and program outreach
- Develop media kit and press releases, and write articles as necessary
- Assist Communication Committee in developing/improving a communications plan for the year
- Strategize and implement event and project promotion plan, specifically for Birds Birds Birds! (August 19-26) and the 16th Annual Renfrew Ravine Moon Festival (Sept 22nd)
- Maintain project documentation and archives, both online and hard copies
- Collaborate with summer team to support Still Moon programs, activities, and outreach

Qualifications

- Post-secondary studies in communications, marketing, journalism, non-profit management, psychology, english, or other related fields an asset.
- Knowledge and experience in publicity and community outreach
- Knowledge and experience with video recording and editing software
- Excellent written/verbal communication
- Excellent organizational skills, including time management and prioritization
- Demonstrated ability to adapt to varying work environments
- Able to work independently, set own deadlines, and take initiative
- Proficiency in Office Suite, Google, Adobe, Wordpress, and Mailchimp.
- Second language an asset: especially Cantonese or Mandarin

Job Details

Salary: \$15.00/hour

Schedule: May 14th - August 31st, 2018. Includes some evenings and weekends.

Location: Renfrew-Collingwood community, Vancouver

Please submit your resume and cover letter to **Crecien Bencio** at
crecienbencio@gmail.com.

*****PLEASE NOTE** that an internal candidate has already been identified for this position,
though we will still be conducting interviews.***

Still Moon Arts is an equal opportunity employer. We encourage individuals from a variety of backgrounds to apply, including LGBTQ folks, women, Aboriginal folks, and people from visible minorities.