

NEW JOB POSTING

DEER CROSSING
THE ART FARM<https://deercrossingtheartfarm.org/>

DATE:	August 27, 2018
POSITION:	Communications Assistant x 2
START DATE:	TBD
EMPLOYER:	Deer Crossing The Art Farm
DAYS & HOURS:	This is a contract position that will begin in late September 2018 and will end in early May 2019.
WAGE:	\$Wage is \$547 per week
LOCATION:	FUSE Work Hub - 292 Gower Point Rd #15, Gibsons

JOB DESCRIPTION:

The Communications Assistant will work with management to develop and implement a marketing campaign that includes event planning, graphic design and writing.

- Assisting with the design and creation of a 10th Year Anniversary Booklet (telling the Art Farm story' with a look back at past projects and look forward at what's to come)
- Assisting with the writing and design of outreach materials and documentation
- Assisting with the compilation of past curriculum and activities, including research, template design and writing
- Assisting with the completion of a digital media library
- Overseeing marketing campaign and event coordination for 10 year anniversary party
- Training will be given

Qualifications and Requirements:

- Good computer skills, experience using Adobe Creative Suite, would be beneficial
- Experience with marketing on various social media platforms
- Grade 12
- Marketing, Communication, Event Planning / or an equivalent combination of education and experience
- Interest or experience working with arts--based organizations
- Ability to research and compile information attained from various sources
- Excellent oral and written communication skills
- Ability to work independently, and effectively exercise tact and discretion
- Strong organizational skills and keen attention to detail
- Ability to exercise initiative

To Apply

This is a provincial government funded program. (Must be unemployed **AND** currently receiving EI benefits **OR** have received EI benefits within the last 5 years). Applicants must register with WorkBC to determine if they meet eligibility requirements. **Applications are due no later than September 21, 2018.**