



## **Communications and Outreach Assistant**

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The Communications and Outreach Assistant will work with management to develop and implement a public consultation and engagement program to get feedback about housing issues on the Sunshine Coast. They will also assist in the planning and coordination of an online Affordable Housing forum.

### **Job Includes:**

- Assisting in the writing and graphic design of outreach materials including posters, surveys, and e-newsletters.
- Assisting in the development of press releases and newspaper articles.
- Assisting in the development of a promotional video.
- Coordinating a social media campaign
- Using MS Excel to create contact lists.
- Participating in zoom interviews with local organizations
- Conducting research, through online investigation, about local housing issues and successful housing models utilized in other communities.
- Assisting in the planning and promotion of an Online Affordable Housing Forum
- Assisting in collecting and preparing information for a final report on affordable housing.

### **Qualifications and Requirements:**

- Strong computer skills / experience using Adobe Creative Suite
- Experience in various social media platforms
- High school diploma and some training in Communications, Marketing, 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
- Class 5 Driver's License



## DEER CROSSING THE ART FARM

### **Terms of Contract**

This is a contract position that will begin on Nov 16, 2020 and will end on Aug 20, 2021.

### **To Apply**

This is a provincial government funded program. Applicants **must** register with WorkBC to determine if they meet eligibility requirements. Applications are due no later than Nov 3, 2020.

### **WorkBC**

604-885-3351  
centre-sechelt@workbc.ca  
<https://apply.workbc.ca>