



## **Job Title: Communications Support**

**Job Summary:** The students will primarily be responsible for assisting the **PICS Communications Office** with support to the Communications Director.

### **Work Tasks and Responsibilities:**

- Develop and update marketing planning documents for PICS
- Research marketing tools for the PICS program
- Research potential strategies communications
- Work on the computer as required
- Correspond with stakeholders as required
- Update the local contacts as required
- Maintain files
- Photocopy materials as required
- Contribute to team efforts as needed
- Perform other related duties as directed by the communications Director

### **Communications Office Skills and Abilities Required:**

- Enjoys working with people
- Confidence
- Organizational Skills
- Effective Research
- Verbal Communication Skills
- Microsoft Office Skills
- Listening Skills
- Team Work Skills
- Ability to work under pressure
- Professionalism
- Open Minded, Flexible and Adaptable to Contribute
- Can Do Attitude

Please send cover letter and resume to [volunteer@pics.bc.ca](mailto:volunteer@pics.bc.ca)

