



SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

Job Title: Communications Assistant
Location: Surrey Head Office
Position: Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019
Wage: \$12.65 to 13.85 per hour; Full-time 35 hours a week
Conditions: Must be able to work full-time from April 23, 2019 to September 01, 2019

Job Summary: Assisting with media relations, external communications, and new media campaigns and other communications related work.

Work Tasks and Responsibilities

- Provide a superior level of administrative support for the Communications team
- Proficiently use Microsoft Office - Word, Excel and Powerpoint
- Assist in writing, drafting content and editing articles for PICS' website
- Draft media materials including news releases, FAQ sheets, PSAs, etc
- Assist in creating marketing materials including brochures, posters, banners, etc.
- Handle highly sensitive and confidential matters relating to the daily activity of the department
- Assist with preparation of weekly/monthly reports
- Assist with planning and coordination of events
- Other assigned duties as required

Skills and Abilities

- Interpersonal communication skills
- Ability to learn and adapt quickly
- Writing/editing skills
- professional demeanor

Level of Education and Experience

Enrolled in or interested in enrolling in a communications, marketing, or Social Sciences program. Experience in or interested in gaining experience in community social services / non-profit sector.

ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

How to Apply: Please submit a resume and cover letter to PICS HR Department at career@pics.bc.ca

Please include the job title in the email subject. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.