



Mount Pleasant Neighbourhood House

800 East Broadway Vancouver BC Canada V5T 1Y1

T• 604.879.8208 F• 604.879.4136 E• info@mpnh.org I• www.mpnh.org

Internal/External Job Posting

Communications & Marketing Assistant

July 9 - August 31, 2018

Job Overview

The Communications & Marketing assistant supports key aspects of the House's communications and marketing activities, key events and special projects and supports the Special Projects & Communications Coordinator in promoting Mount Pleasant Neighbourhood House (MPNH). The main areas are:

1. Produces short videos to promote special projects, initiatives and programs—especially those related to creating LGBTQ2S+ spaces, as well as Aboriginal and Indigenous community development. Carries out storyboarding, filming, interviewing, editing and post-production.
2. Provides promotional support for special events, including fundraising events, celebrations and other.
3. Carries out communications and marketing activities, such as program guide updates, website content, social media campaigns and other related activities.
4. Creates two monthly e-newsletters.
5. Conducts outreach to promote and create awareness of programs and special events.
6. Assists the Special Projects & Communications Coordinator by identifying community partners to follow on social media, including leads for fundraising committee volunteers and potential funders.
7. Provides assistance to individual programs for specific promotional purposes, through website forms and calendar, e-newsletters, social media, content calendar, and program guides.
8. Liaises with contractors as required (e.g., program guide updates).

Qualifications Required:

- Enrolment in a post-secondary program in human services, marketing or business, with related experience or education in social media and community outreach.
- Experience working in solidarity with Aboriginal/Indigenous, LGBTQ2S+ and immigrant communities considered an asset.
- Demonstrated experience with photography, and with producing short videos.
- Technical proficiency with filming, and with editing and post-production using Adobe Creative Suite (including Premiere Pro or After Effects).
- Demonstrated experience with storyboarding, interviewing, and producing stories for short videos.
- Previous work or volunteer experience in an outreach role, preferably in a social services or government.
- Experience in organizational communication and marketing activities preferred.
- Proven ability to implement web-based and social media communications and marketing activities.
- Excellent organizational and administrative skills, ability to multi task and meet deadlines.
- Excellent written English skills and editing skills—must be able to create and edit copy.
- Ability to work with minimal supervision and able to apply broad project goals to create a specific work plan.
- Demonstrated initiative and creativity.
- Ability to make external contacts and promote the organization's mission, mandate and goals to an external audience.
- Experience with Microsoft Publisher, Word, and Excel. Knowledge of Word Press and Mail Chimp considered an asset.
- Occasional weekend or evening work required.
- **Criminal record check is mandatory.**

Other desirable assets:

- Ability to speak a second language

Remuneration: 35 hours/week, Monday to Friday (16 weeks) \$18.80 per hour

Closing date for applications: Friday, May 18, 2018 at 4 p.m.

Forward resume to: Mount Pleasant Neighbourhood House

800 East Broadway, Vancouver, BC V5T 1Y1

***Attention: Jenny van Enckevort—Special Projects & Communications Coordinator, jvanenckevort@mpnh.org
or fax: 604.879.4136***

We are an equal opportunity employer and we are proud of our diverse workforce.

This position is subject to successful securement of HRSD funding. The Association of Neighborhood Houses is an equal opportunity employer. Thank you to all interested candidates. Only those individuals meeting the criteria will be contacted. Please no phone calls