

COMMUNICATIONS OUTREACH ASSISTANT (SUMMER STUDENT)

Position: Communications Outreach Assistant (Summer Student)

Hourly Rate: \$15.00/hour (30 hours/week)

Contract Period: June 11, 2018 – August 6, 2018 (8 weeks)

Position Summary:

We are looking for a passionate and skilled individual in the field of communications and social media management, including website development. The incumbent will provide assistance to the Community Outreach & Communications Coordinator in the development of the Asian Heritage Foundation's communications and media contact database. This includes regular communication with our community media partners (ethnic and mainstream), organizations, and associations for regular updates and event notifications. You will assist in the population of the Hub calendar, including looking at potential new models and processes for the current website and calendar. As well, you will be assisting in the planning of 2018-2019 Asian Heritage Month and yearly events. This position requires occasional flexibility to work weekends and evenings.

This position is funded by the Government of Canada under the Canada Summer Jobs Program.

Job Description:

- Act as the primary contact with community media partners (ethnic and mainstream), the press and other media, as well as the public
- Draft and circulate press releases under Board and staff direction
- Develop and build the AHF database of media and community contacts, and foster relationships while continually seeking out new relationships
- Website rebranding, updates, and Hub calendar improvements
- Act as a liaison at public events to answer questions and foster interaction
- Seek out and develop community engagement opportunities with our partner organizations and associations
- Attendance at all Asian Heritage Month planning meetings

Qualifications:

- Diploma/Bachelor of Communications Degree
- Leadership Skills: proficient in managing project timelines and meeting deadlines with minimal supervision
- Flexibility: flexible and adaptable to changing situations and work progresses
- Interpersonal Skills: strong work ethic, cheerfulness and professional competence, cultural competence and tact
- Community Engagement: experience working within various communities and cultures
- Demonstrated ability to self-manage projects, schedules and deadlines
- Knowledge of pan Asian Community groups and associations in Calgary
- Knowledge of youth associations, seniors groups, and arts groups is an asset