



Vancouver Pride Society

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Vancouver, BC, V6Z 2T1
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Communications Intern

About Us

The Vancouver Pride Society (VPS) produces the annual Vancouver Pride Parade and Sunset Beach Festival, in addition to eight other annual events. VPS strives to produce inclusive, celebratory events, and advocate for LGBTQAI2S+ communities through an intersectional lens.

Position

The Communications Intern is a full-time contract position, intended to coordinate multiple platforms including the VPS website, app and social media over our 2020 Pride Season. The successful candidate will be responsible for:

- ★ Implementing VPS communication strategy online;
- ★ Preparing the monthly newsletter;
- ★ Updating social media, app and web content;
- ★ Writing articles and content for web, newsletters, and social media;
- ★ Assisting the Communications Manager in preparing the 2020 Pride Guide;
- ★ Managing social media volunteers at event sites;
- ★ Taking photos at event sites;
- ★ Answering information request phone calls;
- ★ Preparing resource, educational and advocacy materials for outreach;
- ★ Liaising with Event Coordinators to promote events;
- ★ Attending weekly staff meetings and event-specific meetings;
- ★ Supporting the team with rebranding and web upkeep;
- ★ Assisting with events set up and tear down.

Canada Summer Jobs Program Requirements

- ★ This position is pending approval from Canada Summer Jobs
- ★ Be between 15 and 30 years of age at the start of employment
- ★ 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.
- ★ A valid Social Insurance Number at the start of employment and legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.



Core Competencies

The applicant will be expected to perform duties consistent with being a Communications Intern as assigned by the Communications Manager. The successful Communications Intern candidate will possess the following skills and attributes:

- ★ Strong organizational and multitasking skills
- ★ Ability to stay calm in a high stress situation
- ★ Strong written and verbal communication skills
- ★ Experience with iOS and Android apps and Wordpress
- ★ Experience with Google Drive and Google apps such as docs and sheets
- ★ Experience using Facebook, Twitter, and Instagram
- ★ Familiarity with LGBTQAI2S+ communities and associated terminology
- ★ Flexibility to work weekends and evenings as required
- ★

Assets

- ★ Educational background in web or app development or communications
- ★ Valid BC Driver's License

Compensation

Compensation is \$20.00/hour. This position is 40 hours a week, generally taking place from Mon-Fri during office hours, but requires flexibility to work evenings and weekends for events. This position runs from May 4, 2020 to August 14, 2020.

Diversity

Vancouver Pride Society is committed to seeking and sustaining a diverse and inclusive organization and as such, encourages those with diverse backgrounds, abilities, genders, sexual orientations and ethnicities to apply.

Application

To apply, please submit a cover letter and resume in a single PDF document to jobs@vancouverpride.ca. Please include "Communications Intern" in the subject line.

The deadline for applications is March 27, 2020.