

EMPLOYMENT OPPORTUNITY

Communications & Marketing Assistant

ABOUT

LifeCycles is a charitable society working to cultivate community health by connecting people with the food they eat and the land it comes from. We support the region in growing, accessing and eating local food in ways that foster biodiversity and enhance our urban environment. We operate on unceded Coast Salish Territories, specifically of the Lekwungen and W_SÁNEC peoples, with some work also taking place in territories of the T'Sou-ke people – learn more about our work at lifecyclesproject.ca

LifeCycles is seeking a summer staff person to support project communications, donor stewardship, community engagement, and the coordination of special events.

The main objective of this role will be to help the story of LifeCycles Project Society reach a wider audience in the Capital Region and beyond. We have done extensive communications planning and want someone who can help us troubleshoot kinks in these systems and make our digital storytelling more impactful.

KEY RESPONSIBILITIES

- Coordination of special events including Community Sharing Days and Family Days.
- Contribute to Social Media management (photos, content etc.) in line with other communications needs.
- Support the planning, development and distribution of eNewsletters, eBlasts, blog posts and seasonal press releases.
- Assist with refining the project's internal communications to ensure that volunteers and stakeholders are properly on-boarded, trained and informed about impacts of project activities
- Review, catalogue and update corporate history
- Support the planning, development and distribution of marketing materials for LifeCycles products and services (including tree care services, workshops, Backyard Blend cider and quince paste sales)

KEY QUALITIES

- You are a self-starter, but also able to work as part of a team
- You are a clear and direct communicator both verbally and in writing

- Problem solver – you learn quickly, can identify problems or gaps and are excited to work to make things more efficient, and more impactful.
- You like and have some experience using IT communications tools to make things work more efficiently, and you feel comfortable using and learning new software.
- You are organized – you like creating and sticking to schedules and enjoy supporting the development of systems to keep multiple people organized and on task.
- Community Oriented – you can liaise with the community and run special events like outreach, family days, and community sharing.
- Awareness of food security issues and sustainability on Vancouver Island and in BC
- Takes Direction – you are able to implement strategic communications
- Entrepreneurial Spirit – experience with business, sales or marketing is an asset

Position Details:

Start date: early June 2022

Hours/week: 30 hrs/week for 10 weeks

Wage: \$19.50

All work will be conducted with adherence to current COVID-19 safety protocols.

Funding for this position is provided by Canada Summer Jobs. Applicants must be between 15 and 30 years of age to be eligible.

Send applications by email to info@lifecyclesproject.ca by Sunday, May 22, 2022

Please email your application materials (resume and cover letter, ideally as one pdf) with the subject line: Communications and Marketing Assistant

****Please include your last name in the filename(s) of your application materials.****

LifeCycles Project is committed to creating a diverse and inclusive work environment. As an equal opportunity employer, we encourage women, Indigenous folks, people of colour, LGBTQIP2SAA individuals and members of other diverse communities to apply for positions within our organization.

We thank everyone for their interest but only those selected for interviews will be contacted.