



Position Title: Communications Assistant

Reports to: SOVI Chair

Compensation: \$20 per hour

Hours: Part time contract at a maximum of 10 hours per week

Application deadline: August 12, 2020

Projected start date: August 24, 2020

Location: Remote (preferably a candidate in Victoria, BC.)

End of contract: March 31, 2021 (3 month probationary period)

#### About SOVI:

The South Vancouver Island Chapter of the BC Council for International Cooperation (BCCIC-SOVI) is a network of international development practitioners and aspiring practitioners. Through SOVI, people come together to learn, create relationships, and share their knowledge on global social issues.

#### About the Role:

As the Communications Assistant, you play an important role in our team. You will be responsible for the image and promotion of SOVI. The Communications Assistant is expected to carry out their duties using actively anti-oppressive, intersectional and inclusive frameworks. The ideal candidate should be passionate about international development, social justice, should be familiar with the UN Sustainable Development Goals, and have strong written and verbal English skills. The Communications Assistant will be required to work occasional evenings.

#### Primary Duties & Responsibilities:

The following are duties that the Communications Assistant will be expected to carry out:

- Managing social media accounts
- Attending community events as a SOVI representative and reporting back to the team
- Organizing SOVI events alongside the Chairs
- Creating the quarterly newsletter
- Increasing and improving SOVI's online and in-person presence
- Writing content

#### Preferred Experience:

- Social media management
- Experience with Microsoft Office, Google Suite, and Canva
- Community building
- Working in non-hierarchical organizations
- Working within anti-oppressive frameworks

Please send your cover letter and resume to Ruth Nakalyowa (she/her) at [sovi@bccic.ca](mailto:sovi@bccic.ca) with the subject 'Communications Assistant Job Application'. In your cover letter, please highlight your experience in the communications field and your experience working within social justice and anti-oppressive frameworks. Please email [sovi@bccic.ca](mailto:sovi@bccic.ca) with any questions regarding this position.