

**Position Title** Summer Student – North Shore Immigrant Inclusion Partnership (NSIIP) Communications Assistant (pending funding approval)  
**Department:** NSIIP  
**Reports to:** NSIIP Partner Liaison and Coordinator

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## **SUMMARY**

This is a Service Canada – Summer Student position. The person hired must be a full time student and must be returning to full time school in September. Under the direction of the NSIIP Partner Liaison and Coordinator, the NSIIP Communications Assistant is responsible for aiding in the reorganization of the website. This position will also assist the NSIIP partners by creating immigrant stories. With the department's help this role will be involved in creating publicity materials such as posters and social media. The student will also be involved in the LINC centre (Language Instruction for Newcomers to Canada). Functions in the LINC centre will include answering client inquiries, entering registration information on databases, keeping student attendance records, updating client files and administrative tasks. This position is currently pending funding approval.

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## **DUTIES**

1. Becomes familiar with the NSIIP objectives and activities and understands clearly his/her role in achieving the goals and outcomes for the LIP contract
  2. Under the direction of the Partner Liaison & Coordinator, help to coordinates logistics and communications with NSIIP members including meeting scheduling, minute-taking and distribution, ordering supplies, booking meeting venues, etc.
  3. Responsible for aiding in the reorganization of the website, specifically the resources for service providers and frequent website updates including social media posts and new media articles
  4. Create Multi-media stories, utilize photos and prints, and create videos from identified immigrants sharing their experiences in Canada
  5. Develop new publicity materials with departmental help for upcoming summer and fall activities.
  6. Aid in all aspects of administrative functions for the LINC Centre including registration and placement of students, support in records management and support with general office duties.
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## **QUALIFICATIONS**

Personal Suitability:	Empathetic, respectful and discrete, remains tactful and patient during stressful situations. Astute and diplomatic, recognizes internal and external sensitivities; intuitive ability to read implications of situations.
Education:	Ideal for students from Social Science, Communications or Business programs.
Skills:	Results driven - exceptional research, written communication, organizational and logistical skills; strong computer skills. Must have a strong understanding of social media and websites.
Desirable Skills:	Experience working with a culturally diverse staff, knowledge of diversity issues. Experience working with a community planning table.

## **ADDITIONAL INFORMATION**

Supervision Received:	This position reports to the NSIIP Partner Liaison and Coordinator.
Orientation Period:	A reasonable period to learn this position at an adequate level would be <u>1</u> month.
Equipment Used:	Personal computer, software applications (word processing, database, powerpoint), and standard office equipment
Work Schedule:	Monday to Friday, 35 hours/week, 16 week contract May 7 <sup>th</sup> – August 24 <sup>th</sup> (pending funding approval).
Salary:	\$16.00/hour
Respond by April 16, 2018	Reference: NSIIP Communications Assistant Coordinator Hiring Committee North Shore Multicultural Society 207-123 East 15th St, North Vancouver, BC V7L 2P7 Email: hr@nsms.ca

NSMS is an equal opportunity employer. Thank you for your interest, only short listed applicants will be contacted.