

Chilliwack Bowls of Hope Summer Student Position

June 26- August 25th 2017 (9-week position)

Communications / promotion marketing assistant

Chilliwack Bowls of Hope Society is a non-profit charity who through the continuous generosity and donations from our community partners and volunteers serve a hot lunch to 670 children in 19 schools daily throughout the community.

We have an opportunity to enlist the talents of someone who is currently registered in further education and enrolled to return to an educational establishment in Fall 2017. If you feel you possess the drive, passion, enthusiasm, and self motivation we would like to hear from you.

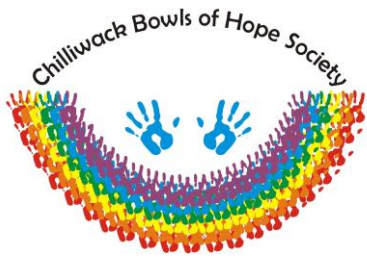
Job Description:

communications

- Determining best methods to collate and collect information on Community partners.
- Identifying potential community partners.
- Creating a useable, consistent database of community partners.
- Raising community awareness through event planning and partnership opportunities.
- Developing plans for a five-year strategy for partnership priority.

Marketing

- Research and develop five-year marketing strategy.
- Research and plan for promotional opportunities.
- Create marketing/ promotional products for a variety of uses.
- Proficient in the use of social media - creating, updating, coordinating.
- Producing an ongoing useable newsletter format.



Skills and Attributes

- Research and analysis skills.
- Presentation skills with attention to detail.
- Good knowledge and understanding of Social Media channels.
- Time management, and self motivational abilities and able to use own initiative.
- Ability to work on own and as part of a team.
- Good knowledge of Social media platforms as well as efficient Microsoft and writing skills.
- Ability to work from home and other locations as needed.
- Must have access to laptop or computer.
- Must have clean driving license and access to a vehicle.

- will report to Managing Director.

- will be 'home based' using own computer and cell phone.

- will be expected to report hours weekly to managing director

- will attend at least two meetings per week as scheduled by managing director

- Will work with managing director to develop and undertake 'work plan' including timelines and deadlines.