


Literacy Society

 of the North Okanagan

Job Description: Community Outreach Assistant

The Literacy Outreach Assistant will work closely with the Executive Director and staff to enhance the delivery of literacy services for the Society. This is a part-time, term position, but may expand as opportunity allows. The LOA will be largely responsible for communications, events or activities, and projects that support the mandate of the Society and improve our community presence.

Communications: Enhance and grow our community profile in regards to our programs and services including:

- Help develop and deliver promotions and advertising for events, programs, volunteer recruitment, member and donor support, including social media
- Help develop and deliver any fundraising campaigns
- Create/manage appealing promotional products such as signs, banners, promotional items

Events/Activities: Manage/assist with the delivery of literacy and Society-related events including:

- Raise a Reader Campaign and Adult Spelling Bee Challenge
- Volunteer Fair or drive
- Open House/AGM
- Exhibits at community events

Special Projects: Manage or assist with the delivery of one-time or new literacy projects such as:

- Family Literacy Week
- Youth Services Expo or Directory

Qualifications

- Enjoys the creative process and delivers products with visual and content appeal that is reflective of our Society and target audiences (currently have a subscription to Canva, get web and online support from Info-Tel, and use MailChimp)
- Has training and experience in social media and communications, event management or related
- Has excellent writing and organizational skills with an eye for detail
- Can work resourcefully within a tight budget
- Is flexible, adaptable, and intuitive
- Is a team-player, but is self-driven and functions independently
- Enthusiastically supports the mandate of the Society
- A Criminal Record Check is required

Compensation: \$20 -\$25 per hour based on knowledge and experience

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