



**People for a Healthy Community**  
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## **JOB POSTING**

### **Communications Event Assistant – Summer 2017**

**Position:** Communications Event Assistant – Summer Student Position

**Reporting:** Executive Director

### **Terms of Employment:**

- 30 hours per week, for 9 weeks, June 26 – August 25, 2017
- Must be between 17-30, currently a full-time student and intending on returning to school in fall of 2017

### **Job Specific Responsibilities:**

- Manage information and facilitate internal and external communications
- On-the-job training to coordinate administrative tasks and clerical duties such as answering phones, filing documents and disseminating information
- Additional responsibilities may include planning meetings, reviewing communiqués, updating social media and preparing press releases
- Gather data from vulnerable clients and seniors
- Prepare reports, conduct research and assist in managing projects
- Create and maintain database for metric reporting
- Provide support in community outreach activities
- Assistance, as required, in the community garden, food bank, office, fundraising and seniors events

### **Qualifications:**

- Computer, organizational and communication skills
- Familiarity with spreadsheet applications such as Microsoft Excel may be required in this position
- Ability to work in a team environment
- Be organized, creative, flexible, focused and calm at all times
- Take direction well

### **Requirements:**

- Demonstrate professionalism and maintain client confidentiality at all times
- Follow all PHC policies
- Act in a respectful manner towards all PHC staff, clients, volunteers and PHC Board members
- Be a resident of Gabriola Island

**Remuneration:** \$10.85/hour