

<b>Position:</b>	<b>Communications Assistant</b>
<b>Term:</b>	Part-time (15 hours per week), 1 year contract
<b>Reports to:</b>	General Manager

**Scope:**

The Japanese Canadian Cultural Centre offers a wide range of programming for our membership and community. The role of the Communications Assistant is to support the marketing strategies to maximize awareness and engagement of our offerings. This position will work closely with the programming, events, newsletter and heritage teams under the oversight of the General Manager. The duties include maintaining and improving engagement through online platforms, graphics/design work, and e-communications with the JCCC community. Other duties such as administrative support and event assistance will be required as needed.

**Roles and Responsibilities:**

**Website**

- Update content including class information, e-newsletter and bulletins, press releases, etc.
- Create pages for programming and events as needed

**Graphics**

- Working with departments to create hard copy and digital PR material as need, including posters/flyers, as well as banner images on website.
- Work with the graphic designer to consolidate JCCC's branding.

**Digital Platforms**

- Administer other online platforms for the organization such as ticketweb, zoom, youtube to support all digital interactions and initiatives of the JCCC.
- Manage all e-communications – e-blasts from mail chimp, e-bulletins, e-newsletters

**Social Media**

- Work with other departments to build a consistent and high profile presence on various social media platforms – including creating and scheduling regular posts that encompasses the range of work that the JCCC does.

## **Marketing**

- Expand reach of PR – research and build PR networks for the promotion of JCCC offerings.
- Build loyalty with existing advertising clients, and grow JCCC newsletter advertising.

## **QUALIFICATIONS AND SKILLS:**

- Sound understanding of Adobe suite – Photoshop, InDesign and Illustrator.
- Good understanding of JCCC's brand.
- Proven success in result-driven approach to design.
- Savviness with technology, and experience in working with digital platforms such as mailchimp, vimeo/youtube, ticketing and event sign-up platforms.
- Attention to detail is a must.
- Professional, self-motivated and flexible.
- Able to work independently, as well as, in a team.
- Excellent written skills.
- Proficiency in Japanese and an appreciation/understanding of Japanese culture an asset.
- Be available to work outside normal business hours when required.

## **Employment is contingent upon three mandatory stipulations:**

1. Proof of employment eligibility in Canada (i.e. valid SIN number)
2. Compliance to JCCC Health Protection Policy (as found at [jccc.on.ca](http://jccc.on.ca))
3. Employee agrees to undergo Vulnerable Sector Screening Check

To apply, please send Cover Letter and Resume to Sandy Chan at [sandyc@jccc.on.ca](mailto:sandyc@jccc.on.ca)

Application deadline: August 8, 2022