



Date Posted : 24-10-2024

**Position: Communications and Media Coordinator**

**Term:** Part-time (20 hours per week, on-site, half days), 1 year contract;  
**Remuneration:** \$ TBD

**Reports to:** Executive Director

**Scope:**

The Japanese Canadian Cultural Centre offers a wide range of programming for our membership and community. The role of the Communications and Media Coordinator is to support our marketing strategies to maximize awareness and engagement of our offerings. This position will work closely with the programming, events, communications and heritage teams under the oversight of the Executive Director. The duties of this on-site role 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

**Newsletter**

- Coordinate article collection, layout and production of JCCC's monthly newsletters.

**Graphics**

- Work with departments to create hard copy and digital PR material as needed, including posters and flyers, as well as banner images on website.
- Work with communications team to consolidate JCCC's branding.

**Digital Platforms**

- Administer other online platforms for the organization such as ticketweb, zoom, vimeo and youtube to support all digital interactions and initiatives of the JCCC.
- Manage all e-communications – e-blasts from mailchimp, 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 encompass the range of work that the JCCC does and basic analytics of the success of such posts.

**Qualifications and Skills:**

- Sound understanding of Adobe suite – Photoshop, InDesign and Illustrator.
- Knowledge of basic HTML, CSS, and Bootstrap or willing to learn.
- 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 English language 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 two mandatory stipulations:**

1. Proof of employment eligibility in Canada (i.e. valid SIN number)
2. Employee agrees to undergo Vulnerable Sector Screening Check

To apply, please send Cover Letter and Resume to Human Resources at [HR@jccc.on.ca](mailto:HR@jccc.on.ca), referencing Job Posting #3242.

Application deadline: November 5, 2024