



Vancouver Pride Society

#304 - 1080 Howe Street
Vancouver, BC, V6Z 2T1
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Media Coordinator

About Us

The Vancouver Pride Society (VPS) produces the annual Vancouver Pride Parade and VanPrideFest, in addition to other annual events. VPS strives to produce inclusive, celebratory events, and advocate for 2SLGBTQAI+ communities through an intersectional lens.

Position

The Media Coordinator is a full-time contract position, intended to assist in producing content for multiple platforms including the VPS website and social media over our 2024 Pride Season. The successful candidate will be responsible for:

- ★ Assisting the Communications Manager and Marketing Specialist in executing the VPS 2022 communication strategy;
- ★ Design assets for social media, newsletters, on-site signs and marketing materials;
- ★ Work closely with the Content Coordinator and Marketing Specialist to develop video, design and photographic content for our channels;
- ★ Edit videos for social media and other promotional channels;
- ★ Maintain and create website pages alongside the Content Coordinator and the Marketing Specialist;
- ★ Preparing resource, educational and advocacy materials for outreach;
- ★ Liaising with Event Coordinators to promote events;
- ★ Assisting in the preparation of the monthly newsletter;
- ★ Taking photos and videos at event sites;
- ★ Assisting with events set up and tear down;

Canada Summer Jobs Program Requirements

- ★ This position is pending approval from Canada Summer Jobs
- ★ Be between 15 and 30 years of age at the start of employment
- ★ A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- ★ A valid Social Insurance Number at the start of employment and legally entitled to work in Canada following relevant provincial or territorial legislation and regulations.



Core Competencies

- ★ Strong organizational and multitasking skills
- ★ Ability to stay calm in a high-stress situation
- ★ Strong written and verbal communication skills
- ★ Experience with Google Drive and Google apps such as Docs and Sheets
- ★ Experience using Facebook, Twitter, Instagram, and TikTok
- ★ Familiarity with 2SLGBTQAI+ communities and associated terminology
- ★ Flexibility to work weekends and evenings as required

Assets

- ★ Educational background in graphic design or communications/marketing
- ★ Experience with Adobe Suite
- ★ Experience working in events
- ★ Intermediate knowledge in photography and videography
- ★ Experience with crisis management/communications

Compensation

Compensation is \$25.68/hour. This position is 40 hours a week, generally taking place from Mon-Fri during office hours, but requires flexibility to work evenings and weekends for events. This position runs from April 29th, 2024 to August 19, 2024.*

Diversity

Vancouver Pride Society is committed to seeking and sustaining a diverse and inclusive organization and as such, encourages those with diverse backgrounds, abilities, genders, sexual orientations and ethnicities to apply.

Application

To apply for this opportunity, please complete the [application form available here](#).

Vancouver Pride is committed to providing you with an inclusive, barrier-free and accessible workplace to support your success. Should you require accommodation(s) during the recruitment process, please contact us at 604-687-0955 or [email office@vancouverpride.ca](mailto:email_office@vancouverpride.ca).

Applications will be accepted until April 20th, 2024, however will be reviewed on a rolling basis until the position is filled.

*The hours and start/end dates of this contract are subject to Vancouver Pride Society being successful in receiving Canada Summer Jobs grant funding.