



The Downtown Vernon Association has the following summer position available and is accepting applications now until **May 20, 2019**.

### **Events & Promotions Assistant**

The Downtown Vernon Association is seeking to recruit 1 Events & Promotions Assistant for a summer placement within the Canada Summer Jobs grant program for 8-12 weeks (start date negotiable).

The successful candidate will assist DVA staff with the planning and implementation of summer events; delivery of marketing and promotion programs; production & distribution of event ads, press releases, blog posts and social media engagement; and development of a social media management plan. Additionally, the Events & Promotions Assistant will occasionally engage in community outreach and host tour groups.

Please see attached Job Description for a complete list of skill requirements and ideal core competencies and how to apply.

Position is 35 hours per week, 8-12 weeks (dependent upon funding) with flexible hours as weekend and evening work is required.

**IMPORTANT:** Most funding is being provided through **Canada Summer Jobs** therefore all applicants must:

- be between 15 and 30 years (inclusive) of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- is legally entitled to according to the relevant British Columbia legislation and regulations.

**Only those applicants chosen for an interview will be contacted.**



## Full Job Description:

Job Title: **DVA Events & Promotions Assistant**

The Downtown Vernon Association is seeking 1 community-minded and hard-working individual to represent the DVA at our summer events & promotions. This will be a full-time position for 8-12 weeks (negotiable). The successful candidates must be able to work weekend and some evening shifts and be able to safely lift up to 25 lbs.

**Start Date:** negotiable    **End Date:** August 26, 2019 (negotiable)

**Hours:** 35 hours / week, 8:30 - 4:30 pm (\*must be flexible as this role includes irregular hours for special events)

**Wage:** \$14.50 per hour

### Job Description:

Under the direction of the Events & Promotions Coordinator, the Events & Promotions Assistant will:

- a) Assist with the planning and implementation of major DVA summer events including events such as the Sunshine Festival, TryIT @ Justice, and Civic Sounds concerts;
- b) Assist with the delivery of marketing and promotional programs including production, distribution and monitoring of program effectiveness;
- c) Assist with the production and distribution of event ads, press releases, blog posts and social media engagement;
- d) Develop a social media management plan using research, auditing and evaluation to provide recommendations and best practices;
- e) Assist the Events & Promotions Coordinator & DVA staff with other programs and duties as required.

### Skills that will make you a Great Fit for this position:

- excellent written and verbal communication skills
- fluency in English
- excellent computer skills including Word, Excel, and Outlook
- experience in or willingness to learn Adobe design programs and social media
- detail-oriented
- reliable
- able to multi-task under time pressures
- able to work with team and independently



- previous office work and customer service experience is an asset

**This position is well suited for someone pursuing a career in.....**

- Tourism/Destination Marketing
- Event Planning
- Community Development
- Marketing
- Communication

**Employer:** Downtown Vernon Association, #101, 3334-30<sup>th</sup> Avenue Vernon, BC V1T 2C8 [www.downtownvernon.com](http://www.downtownvernon.com)

**To Apply:** send resume to: [events@downtownvernon.com](mailto:events@downtownvernon.com) or send resume to:

Downtown Vernon Association, #101, 3334 30th Avenue Vernon, BC V1T 2C8

**Application Deadline Date:** May 20, 2019