



Posting date: May 16, 2023

Position Opening:

Communications Assistant

Summer student position (June-August)

Location: Kamloops, BC

Are you interested in *beef, ranching* or the *agriculture* sector in British Columbia?

The British Columbia Cattlemen's Association (BCCA) is seeking an energetic, coachable and conscientious student to fill the role of **Communications Assistant**. To fit the BCCA team:

- *You are motivated to make a difference in the everyday lives of BC's ranchers*
- *You are solutions-oriented and know how to bring people together*
- *You are resourceful, practical and driven to solve problems, no matter what*
- *You aren't easily surprised or stressed, keeping calm at all times*
- *You pride yourself on being helpful and service-oriented*
- *You deliver outcomes that are timely and fiscally responsible*
- *You contribute to a positive, no drama workplace*
- *You pull for the team but still know how to get work done alone*
- *You have a sense of humour, not taking yourself too seriously*

And specific to this role:

- *You have some experience in digital communications including social media, email and website updating*
- *You are detail-oriented*
- *You are a strong writer*
- *You have experience with relevant software and apps*
- *You love to support others and be a part of their success*
- *You have an interest in the BC beef cattle industry*



COMMUNICATIONS ASSISTANT

Position overview

Reporting to the Manager, the successful candidate in this full-time temporary position will support BCCA's communications strategy, assist in communications activities and contribute positively to the overall work of the Association. As an entry-level employee, the key responsibilities of the **Communications Assistant** include assisting with communications activities and supporting BCCA's administrative operations, including events.

The **Communications Assistant** will coordinate and distribute digital communications including creating content for websites and social media platforms. The **Communications Assistant** will also write stories for *Beef in BC* magazine, prepare print documents such as promotional and marketing materials, as well as create PowerPoint presentations.

How to apply

The preferred application process is to forward a **resume and detailed cover letter outlining your pertinent qualities and qualifications** to Anna White [annamwhite @lightspeed.ca].

Please do not send applications directly to the BC Cattlemen's Association.

BCCA is committed to the principle of equal employment opportunity for all employees and to providing a safe and supportive work environment, free of discrimination and harassment. As such, all applicants are considered for employment without attention to race, colour, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic characteristics, marital or family status.

We thank all applicants for considering the BC Cattlemen's Association for employment. Please note:

- Incomplete applications will not be processed
- Only short-listed candidates will be contacted for interviews
- This is an in-office position located near Kamloops, BC
- Remote work is not available for this position

Start date: June 2023

Applications will be accepted until the position is filled.