



May 2023

Job Description:

**Communications Assistant
(Summer student – temporary position)**

Description

The Communications Assistant is an entry-level position within the Association. This is a full-time, temporary position to support the communications activities of the organization from June – August 2023.

Position Objective

- Assist with communications activities and support administrative operations

Responsibilities

- Coordinate and distribute digital communications, e.g. emails, newsletters, periodic updates
- Create and update content on websites and social media platforms
- Write stories for *Beef in BC* magazine
- Prepare print documents including promotional and marketing materials, press releases, etc.
- Create and update PowerPoint presentations
- Assist in planning and carrying out events
- Provide member relations support as needed
- Carry out administrative tasks that support office operations
- Contribute positively to the BCCA team and office endeavours

Skills/Qualifications

Experience with digital communications including social media, website development, email software. A good understanding of the beef cattle industry is desired.

Supervisor

This position reports to the Manager.

Working Conditions

This is an in-office position. Remote work is not available.

Wages & Benefits

TBD