

Publicity Writer & Communication Assistant

As a key part of the Saskatchewan Band Association (SBA) staff team the Publicity Writer/Communication Assistant will support all aspects of SBA's marketing, communication and advocacy efforts. As a strong creative writer, working as part of the overall staff team and particularly with the CEO, the Assistant will maintain SBA communication channels, assist in the preparation of marketing campaigns and support the promotion of organizational events.

The ideal candidate will have experience with website content management and various styles of social media. Additional experience in creative writing, research, video production and graphic design software would definitely be an asset.

This part-time position is partly funded by a Canada Jobs grant. Applicants must be under 30 years of age. The SBA is committed to cultivating an inclusive workplace that reflects the diversity of the province that we serve. We welcome and encourage applications from those who will help us honour this commitment.

Generally the Publicity Writer /Communication Assistant will focus on the following job duties:

Communication System & Staff/volunteer Support

- Provide communication, social media and multi-media expertise to CEO and others as needed to support organizational efforts
- Regularly review and update the SBA website and social media platforms to ensure content is current, engaging and presents a professional profile of the organization.
- Prepare regular eNewsletters in coordination with the Administration Coordinator and Program Coordinator
- Draft press releases to support SBA and member organization initiatives
- Monitor and apply organizational visual identity guidelines in all marketing and communication efforts.
- Support SBA membership in use and application of SBA, SaskCulture and Lotteries funding recognition requirements
- Work directly with the Program Coordinator and CEO to ensure maximum program promotion and quality communications at all times
- Maintain records of all marketing and communication related initiatives, including media coverage tracking & outreach data, to support sponsorship, funding and grant follow-up work.
- Provide communication support to CEO as needed sponsorship or grant preparation/follow-up work
- Actively contribute to ongoing organizational planning, with particular emphasis on Communication Plan execution and development

Special Project Support

- Prepare professional program promotion materials for SBA initiatives
- Provide technical support, along with other SBA team members, to online hosted, Zoom based events & webinars
- Enhance promotion of Community Bands around the province & their local/regional long-term contributions
- Work with Communication firm on stage one of SBA's Benefits of Band promotional campaign

Job duties are flexible and may change as needed.

Position Details:

- This part-time position is funded in part by the Canada Summer Jobs program.
- Rate of pay: \$13.00/hour
- Hours: approximately 15 - 18 hours/week for 17 weeks with a potential of extension or renewal. Timetable is flexible and arranged with CEO to adjust as needed to support studies or other work commitments
- Start date: ASAP – Week of Nov 29, 2021 ideal
- Location: due to COVID-19 the SBA staff team has the flexibility to work remotely from home and/or in the SBA office in Regina. Staff meetings are primarily held virtually over Zoom. In person meetings are limited at this time but will possibly be required.

To Apply:

Send your cover letter, resume and availability to:

Suzanne Gorman
CEO
Saskatchewan Band Association

Via email: ceo@saskband.org

We thank all who express interest. Only those selected for an interview will be contacted.