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www.ncra.ca

Overview:

The National Campus and Community Radio Association/ l'Association nationale des radios étudiantes et communautaires (NCRA/ANREC) is a not-for-profit group committed to volunteer-driven, non-profit, community-oriented radio across Canada.

We help campus and community radio stations get and stay on-air, help amplify underrepresented voices, foster and celebrate compelling local grassroots radio, and connect stations so they can better serve their communities. We currently represent more than 100 members, from CHMR-FM in St. John's, NF to CICK-FM in Smithers, BC.

We are seeking Canada Summer Jobs Youth to work with the NCRA/ANREC specifically related to our earshot Digital Music Distribution system (earshot-distro.ca) from the federal riding of Ottawa-Centre. The goal of this position is to support the NCRA/ANREC in marketing the product to musicians, artist, labels and radio stations. The role will consist mainly of developing and executing a marketing plan and launching and managing social media platforms to highlight the platform (With support from multiple staff members).

Key Responsibilities

- Overseeing the daily logistics of social media management of our multiple social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Connecting to other organizations around awareness, marketing and outreach opportunities.
- Determines the style of promotional announcements based on marketing and branding objectives.
- Developing press releases, national news stories around sector involvement and public service announcements as required.
- Raising awareness of NCRA/ANREC operations and its members programming & services and engaging current & new audiences through the strategic use of social media.
- Recommends recourse necessary for each project and when approved, exercises full budgetary authority and accountability.
- Create an on-going system which is documented and easily managed over time.
- Developing policy and support documentation around marketing and outreach for earshot-distro.ca.
- Organizing special events and special programming, as required.
- Liaising with member and non-member around marketing and outreach.
- Special project based work from time to time.
- Delivers the required promotional material on time and within the resources allocated.

Qualifications:

- Must live or go to school in the "Ottawa Centre" federal riding
- Education in Marketing or Communications preferred (Business, Public Relations etc. accepted)
- Skills in community outreach, public education, communications and/or member services
- A working understanding of the music industry is an asset.

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- Work or volunteer experience at one or more campus or community radio station in Canada is an asset.
- Experience with anti-oppression work is an asset.
- Proven track record of achieving and exceeding goals.
- Highly organized and able to multi-task in an extremely fast paced environment.
- Bilingualism in written and spoken French and English is ideal, though English required.

Partnership:

This position is in part of Canada Summer Jobs, 2021:

- be between 15 and 30 years 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 for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Wage: \$14.25/hour for 270 total hours. Hours/wage are negotiable, and could be full-time, part-time or a combination based on your working environment.

Start Date: June 1, 2021 (Negotiable)

Working Conditions: The position will be mostly working remotely, with social distancing expected to remain in place for Ottawa-Centre. Note there is a working office at 331 Cooper Street, which will be available for use when allowed.

How To Apply:

The NCRA/ANREC, in accordance with its Statement of Principles, encourages applications from under-represented communities, including women, Native peoples, people of colour, lesbians and gays, people with physical and mental disabilities, people living with HIV/AIDS, and people whose age, education, or economic status may be a barrier to employment. The NCRA/ANREC does not discriminate on the basis of race, sexual orientation, religion, age, ability, or class.

Please submit a cover letter and resume by **end of day May 23rd, 2021** to barry@ncra.ca with the application title **“Music Industry Summer Jobs”**

Everyone is thanked for applying; however, only those selected for an interview will be contacted

Barry Rooke - Executive Director NCRA/ANREC