



Community Engagement Coordinator

CSJ 2018

\$15.50 an hour

30 Hours a week

8-16 weeks

Contract Summer Position

The Community Engagement Coordinator is responsible for expanding Co-op Radio's community connections by liaising with community organizations, and promoting our work at festivals and performances throughout the summer.

This position is suitable for students in media, broadcasting, public relations, communications, journalism, community development, audio production, marketing and more!

If you want to spend the summer at festivals, promoting the station while capturing community voices and producing PSA's for broadcast, this is the job you have dreamed of!

Responsibilities Include

- Promote Co-op Radio through outreach and presentations to Community Organizations
- Establish community partnerships, sponsors, and in-kind cross promotional trades through memberships, barter items, PSAs and website promotion.
- Coordinate, attend and manage volunteer tabling opportunities at events and festivals including Surrey Fusion Festival, Vancouver Folk Festival, Vancouver Pride Parade and Dyke March, Caribbean Days, and more!
- Assist in live remote radio broadcasts
- Recruit, train and coordinate new volunteers, with an emphasis on Youth from Indigenous, Multicultural, LGBTQ2S+, People with Disabilities, and other diverse communities
- Capture voices from the community, and file audio and video reports for broadcast and promotional purposes
- Sign up new Cooperative Memberships and Donors
- Assist with the creation of promotional materials, PSAs, and social media marketing
- Other duties as directed by the Executive Director

Qualifications:

- Self-motivated, enthusiastic, reliable with a strong work ethic

- Strong verbal / body language communication skills
 - Strong research skills and organizational skills
 - Experience working with and coordinating volunteers
 - Experience with Face-to-face or other types of fundraising an asset
 - Ability to work in loud environments such as music festivals
 - Ability to work in a fast paced, loosely structured environment with minimal supervision
 - Graphic design and layout experience is an asset
 - Managing Web & Social Media pages on behalf of an organization an asset
 - Experience working for non-profit, community organizations an asset
 - Ability to lift and carry equipment and materials at least 15 kg
 - Community radio experience and/or video experience an asset
- Possessing a valid driver's licence an asset but not essential

All applicants must be a full-time student during the preceding academic year between 15 and 30 and have the intention of returning to school full-time in the fall. International students do not qualify under this funding program. Please indicate how you meet these criteria in your cover letter.

The availability of this position is subject to funding

EMAIL YOUR COVER LETTER & RESUME

ed@coopradio.org

Please put "Summer Jobs Application ENGAGEMENT" in the subject line

We are hiring multiple people so there are different application deadlines
(We suggest you get in early!)

First Round: Application Deadline Friday May 4th (5 pm)

Second Round: Application Deadline Friday May 11th (5 pm)

Only shortlisted candidates will be contacted

Vancouver Co-operative Radio is an affirmative action employer. We welcome applicants from underrepresented groups including, but not limited to, Indigenous people, people of colour, trans and queer-identified people, people with disabilities and people with multilingual skills and backgrounds. This is a contract, funding-specific position and is not part of Unifor Local 3000.

Vancouver Co-operative Radio, CFRO, 100.5 FM is a non-profit, listener-supported, multi-lingual community radio station that has provided Vancouver with alternative public affairs, music, and arts programming since 1975. Located in the Downtown Eastside, Co-op Radio produces creative and engaging programming for communities whose voices are underrepresented in the mainstream media. Our organization is rooted in values of participation, co-operation, social justice, independence and community.