

(Anticipated 2 positions pending funding approval)

Position(s) will be funded by Canada Summer Jobs grant and are contingent on funding approval

**Location:** Winnipeg Office (500 Shaftesbury Blvd.)

**Workweek:** Monday-Friday (with the occasional Saturday workshop)

**Workterm:** May- August (16 weeks) 30 hrs/ week

**Wage:** \$13.00/hr

**Closing Date:** April 12, 2019

## JOB DESCRIPTION

Working in the A Rocha Manitoba office, the Communication and Church Engagement Assistant will support the marketing and communication needs of our programs. This role includes email marketing production, advertising assistance, website editing, social media maintenance and content creation. Church engagement will include the support of networking and A Rocha Manitoba workshop/seminar development and execution.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### Communication & Marketing

- Assist in the story telling of A Rocha through gathering stories and crafting visuals
- Capturing pictures and videos at various A Rocha Manitoba events
- Assist in the monthly production of our e-Newsletter
- Maintaining and updating social media platforms weekly
- Website editing weekly
- Design and implement new strategies to engage our stakeholders

### Church Engagement:

- Assist in the development and creation of A Rocha Manitoba seminars/workshops
- Assist with networking among local faith leaders promoting A Rocha Manitoba seminars/workshops
- Assist in the delivery of some workshop/seminars and presentations
- Participate in A Rocha community through team days, discussions, and mentoring

## QUALIFICATIONS

- Embodies A Rocha Canada's Vision, Commitments and Core Values.
- Experience and/or education in communications related field.
- Experience in Wordpress, Instagram, Facebook and Mailchimp
- Personal initiative and able to manage details
- Time-management skills
- Willingness to learn

## REQUIREMENTS

- Must be a Canadian citizen, permanent resident, or person with official refugee status
- Criminal record check and Vulnerable Sector check required
- Must be a youth between 15-30 years of age

## ASSETS

- Knowledge of local environmental concerns
- Experience in event planning and/or curriculum development
- Experience leading programs for groups of people (summer camp, service club etc)
- First Aid and CPR
- Access to transportation

## A ROCHA CANADA MISSION, VISION, COMMITMENTS

A Rocha is an international Christian organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision the transformation of people and places by showing God's love for all creation.

### **A Rocha International 5 Commitments:**

**Christian** – Underlying all we do is our biblical faith in the living God, who made the world, loves it and entrusts it to the care of human society.

**Conservation** – We carry out research for the conservation and restoration of the natural world and run environmental education programs for people of all ages.

**Community** – Through our commitment to God, each other and the wider creation, we aim to develop good relationships both within the A Rocha family and in our local communities.

**Cross-cultural** – We draw on the insights and skills of people from diverse cultures, both locally and around the world.

**Cooperation** – We work in partnership with a wide variety of organizations and individuals who share our concerns for a sustainable world.

## TO APPLY

To apply, email your cover letter and resume to [manitoba@arocha.ca](mailto:manitoba@arocha.ca) by **April 12th, 2019**. If successful, you will be contacted for an interview in the week of April 15. The successful applicant will be notified by April 26th--provided Service Canada has approved funding.