



Happy City St. John's is Hiring!

Communications & Event Coordinator

Full Time; Canada Summer Job (8 weeks)

About Happy City St. John's

Happy City St. John's is a non-profit organization that informs, encourages, and facilitates public dialogue around civic issues in the city of St. John's.

Our vision is to become a trusted and valued venue for citizens, advocacy groups, business associations, labour organizations, and municipal staff to come together. We firmly believe that an informed city is a successful city - and a happy city.

Project Description

Happy City St. John's will be hiring two **Communications and Events Coordinators**, who will be responsible for the development and communications of Happy City St. John's (HCSJ) online summer engagement activities and initial work on some later events while providing broad communications support to support Happy City's various initiatives and priorities. As Happy City St. John's develops its three-year strategic plan, we are eager to hire two young people with an interest in digital communications, facilitation, and event planning to support the Happy City St. John's Board of Directors in promoting and coordinating several stakeholder engagement sessions while leading online communications throughout the summer months.

Project Locations

Both roles are located in St. John's, Newfoundland and Labrador. Due to the COVID-19 restrictions, this role will be Work from Home.



Roles and Responsibilities

Events Planning

- Provide support to the Strategic Planning Committee by scheduling, coordinating, sending invites, and promoting stakeholder engagement sessions to inform HCSJ's future direction.
- Research and summarize best practices around online facilitation and event coordination and develop a toolkit for other community agencies.
- Connect with key stakeholders and develop a plan in preparation for an event providing information and training to interested women and marginalized female municipal candidates.
- Support preparations for fall Annual General Meeting, including satellite venue booking, communications support and drafting invitations.
- Draft event plans for Neighbourhood Summit.
- Develop event plans for Park(ing) Day
- Other duties as required

Communications

- Tweet Council Meeting (Council Tweets) through HCSJ's Twitter account
- Work with the Communications Committee to:
 - Support in the development of a Black Lives Matter policy for our Board, and draft associated communications plan
 - Develop blog posts, draft op-eds and letters to the editor on topics such as pedestrianization, accessibility, neighbourhood planning, urban design, etc.
 - Refresh the design of our Wordpress website
 - Coordinate digital communications for strategic planning stakeholder engagement sessions
- Create graphics (e.g. through Canva), and schedule social media communications to promote events
- Provide grant-writing support
- Other duties as required

Required Skills and Qualifications

- Strong interest in local issues and community development



- Strong written and oral communications skills
- Interest in digital communications and/or marketing
- Excellent time management skills
- Ability to work independently
- Highly adaptable to evolving priorities and projects
- Ability to work occasional evenings and weekends

Please note that this position is funded by Service Canada and candidates must be:

- between 15 and 30 years of age (inclusive) at the start of employment
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and
- legally entitled to work according to the relevant provincial / territorial legislation and regulations.

International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Happy City St. John's is committed to fulfilling its mission while embracing equity and diversity. We would be particularly interested in applications from youth who are members of designated groups including women, Indigenous persons, persons with disabilities, ethnic minorities, racialized persons/visible minorities, and persons of minority sexual orientation or gender identity (LGBTQIA2S+).

Assets

- Familiarity with basic graphic design (e.g. through Canva)
- Experience with social media communications
- Experience with event planning
- Experience conducting research
- Experience with web editing (e.g. through Wordpress)

Duration of role

35 hours/week for 8 weeks (schedule to be determined in consultation with youth)



Rate of pay

\$11.65/hour

To apply

Please forward a resume and cover letter to admin@happycity.ca by **Friday, August 7.**