



- Kingston

### **Communications Assistant**

Beyond Classrooms Kingston (BCK)  
Kingston, Ontario  
Part-time, contract position

Beyond Classrooms Kingston (BCK) is seeking an energetic and creative **Communications Assistant** with excellent skills in communications, marketing, implementing strategic plans, and the ability to work collaboratively. BCK is a non-profit charitable organization formed in 2014 and governed by a volunteer Board of Directors.

BCK is an exciting and innovative community-based education program that moves elementary teachers and their students into community sites like museums and art galleries for an entire week. The community site becomes an extension of the teacher's classroom where students build skills and engage in inquiry-based learning.

### **Job Duties and Responsibilities**

- Report to the Project Manager and work closely with BCK Board of Directors, its committees, staff and volunteers

### **With support from the Board of Directors and/or its committees**

- Rebuild BCK's communications strategy and heighten its community profile post-pandemic
- Conduct an audit of existing communication tools; update the BCK website to align key messages from the newly developed strategic plan
- Adapt social media platforms to provide an effective tool for rebuilding our community profile and outreach to new donors
- Assist in development of fundraising plans
- Develop new tools, workshops, presentations and promotional material
- Organize a BCK 'Champion's Team' of teachers, volunteers, and partner sites
- Develop and produce resource packages and presentations for school administrators and teachers and community members
- Develop and deliver workshops and a marketing campaign that engages program alumni, community stakeholders, members of the educational community, and businesses.

- Document impact of the project, and make plans to continue to sustain awareness of BCK's impact in the community through ongoing marketing and communications
- Other communications-related tasks as assigned

## **Professional Skills and Requirements**

### **Required**

- Degree/Diploma in Journalism, Marketing, Communications or related field, or equivalent of combined training and recent and related applied work experience
- Solid time management skills and organizational abilities
- Strong computer skills including spreadsheets, word processing, email / internet, website and social media maintenance
- Excellent written and oral communication skills (English), and public speaking ability
- Active fundraising experience and the ability to effectively communicate the organization's mission to donors, volunteers, and community members
- Strong work ethic with a high degree of energy. Demonstrated ability to work in a self-directed manner, but also collaboratively as part of a team

### **Preferred**

- Two years of Public/Community Relations or Journalism experience, including experience with desktop publishing/design and writing
- Experience working in the non-profit sector and with Board Members
- Experience implementing a strategic plan
- Experience or formal training in digital photography and the use of digital editing software



## ADDITIONAL INFORMATION

- **Contract:** 44 weeks
- **Hours:** 18 hours/week with flexibility in work. Position will require occasional evening work for meetings.
- **Salary:** \$24.00 per hour plus 4% vacation pay/hour.
- **Work location(s):** This position reports in-person at our office location at 847 Princess Street. The position may also require remote work. Successful applicant must be able to provide own transportation.
- **Requirements:** Must provide a clear Criminal Police Check (CPIC) with Vulnerable Sector check upon hiring.
- **Closing date:** July 22, 2022 at 4:30 pm
- **Anticipated start date:** Late-August 2022; Applicants must be available for an interview during the week of August 8-12, 2022. Interviews may take place virtually via Zoom or Teams online meeting.
- **How to apply:** Please send resume and cover letter as ONE document in pdf.,doc. or docx format to BCK Operations/Program Coordinator, David Melhorn-Boe [operations@beyondclassrooms.ca](mailto:operations@beyondclassrooms.ca). Please indicate Communications Assistant in the subject line.
- If you would like to learn more about BCK and its impact on students, please visit: [www.beyondclassrooms.ca](http://www.beyondclassrooms.ca)

Beyond Classrooms Kingston values inclusivity and diversity in the workplace. We welcome applicants from equity seeking groups including but not limited to women, radicalized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society. We are committed to providing accessible employment practices that are in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disability Act (ADOA).

If contacted regarding this competition, please advise the hiring committee member of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check) including vulnerable sector, at their own expense as a condition of employment. We appreciate all applications received, however only those invited for an interview will be contacted.

*Beyond Classrooms Kingston is a grateful recipient of the City of Kingston Heritage Fund.*

