

DIGITAL COMMUNICATIONS ASSISTANT

SD57 DISTRICT PARENT ADVISORY COUNCIL

Introduction

The District Parent Advisory Council (DPAC) for School District No. 57 serves Prince George, Mackenzie, McBride, Valemount, and the surrounding area. We operate on the traditional unceded ancestral lands of the Lheidli T'enneh, McLeod Lake Indian Band, and the Simpcw First Nation within our district. We support our parent community through the various Parent Advisory Councils (PAC) to promote public education and success for all students.

Role

The SD57 DPAC is seeking an independent contractor to serve as a **Digital Communications Assistant** on a part-time basis. The successful candidate will be familiar with general office procedures, email communications, social media campaigns, surveys, and data management. They will maintain the website, moderate Facebook, coordinate Eventbrite events, design and distribute monthly newsletters, and keep current email contact lists.

We require an individual with a friendly, respectful demeanor towards parents and caregivers with an understanding of equality and cultural contexts, able to hold confidential information.

Compensation

The pay rate is \$25/hour for 10 hours per month (average of 2.5 hours per week) for 10 months of the school year, starting in September until the close of schools at the end of June. The offer is on a contract basis, paid once per month.

Qualifications

The duties and responsibilities of the position include, but are not limited to, the following skills:

- Monitoring multiple email inboxes, directing correspondence to PACs and Executive
- Website design and maintenance (Dreamhost)
- MailChimp email contact lists
- Distribute agendas and minutes for meetings via email and website posts
- Event planning including Eventbrite registration, venue/catering bookings, promotion
- Newsletter design, editing, and distribution
- Social media (Facebook) admin and campaigns; share district news and resources
- Website and Facebook analytics and strategy to reach more parents

Applications and Contact Information

To apply or get more information about this opportunity, email DPAC@sd57.bc.ca. Please email your resume and a short letter to outline your qualifications and compatibility for this position. Deadline for applications is **Tuesday June 25, 2024**. We appreciate your interest in this job posting and will connect with applicants directly regarding their status in the process.