



Pacific Peoples' Partnership

YOUTH CANADA SUMMER JOB POSTINGS / July – August 2019:
We are seeking Development, Multimedia & Program Coordinators

Pacific Peoples' Partnership is seeking three enthusiastic and self-motivated summer students for the paid summer positions of: **Development Coordinator, Multimedia Coordinator and Program Coordinator**. Please ensure you are eligible for these positions and indicate this within a cover letter, and resume sent via email to director@pacificpeoplespartnership.org ASAP, interviews will be handled on a rolling basis with candidates ideally starting no later than July 2, 2019.

Pacific Peoples' Partnership (PPP) is celebrating 44 years of action. Based in Victoria, BC, we are Canada's only non-profit, social justice organization devoted exclusively to working in solidarity with peoples of the South Pacific and with First Nations in Canada to promote their aspirations for peace, justice, environmental sustainability and community development. Main activities include connecting peoples north-south for knowledge and cultural exchange, capacity building, and public engagement in Canada. These three positions will support our work overall with a strong focus on supporting the coordination of our annual One Wave event and other programs. Learn more at: www.pacificpeoplespartnership.org

To be eligible for these positions you must be between the ages of 15 and 30 at the time of intake; have been registered as full-time student in the previous academic year and intend to return to your studies in the next school year; be hired over the summer; be a Canadian citizen, permanent resident or person who has been granted refugee status in Canada and be legally entitled to work in Canada (foreign students are not eligible); and must not be in receipt of EI benefits while participating in a Canada Summer Jobs project.

POSITION 1 - Development Coordinator

Working with the management team to maintain existing and foster new relationships with funders/donors, including by supporting ongoing communications and recognitions plans.

Activities include:

- Supporting fundraising initiatives/projects, which may include event planning, logistics planning and prize solicitation;
- Working with the management team to launch a direct ask campaign;
- Coordinating membership development campaigns, and developing strategies for Canada's Pacific Islander diaspora to meaningfully engage with the organization's activities;
- Supporting in the creation of educational and multimedia content focussed on climate change, gender inequity, and the achievement of sustainable development goals and universal human rights across Pacific communities;
- Supporting in the development of our Annual One Wave Gathering;
- Working as part of a team to facilitate educational, engaging and fun opportunities for members to become more involved with the organization, including lunches, socials, talks/panels, etc. focused on environmental advocacy, awareness of Indigenous and Pacific Island issues;
- Assisting in the ongoing development of PPP's brand and image;
- Developing and maintaining relationships with Indigenous partners, the Pacific Islander diaspora, international partners, environmental and cultural organizations.

Successful candidates will welcome the opportunity to practice cross-cultural skills while deepening knowledge of South Pacific and First Nations cultures. Experiential assets she/he will ideally possess include:

- Excellent interpersonal skills and attention to detail;
- Fundraising experience;
- Research, writing, and design;
- Multi-media content creation;
- Excellent knowledge of IT systems, ability to initiate and make tech needs assessment, troubleshoot, and implement recommended improvements;
- Excellent information technologies skills, computer knowledge, network, and analytic skills;
- Knowledge of the contexts in which PPP works;
- Able to work as both a team member and independently;
- Experience working in an NGO environment.

POSITION 2 - Multimedia Coordinator.

Working with the management team, help to build awareness of our organization, our work and partners, and our upcoming events and activities, by helping to develop and implement communications and marketing strategies;

Activities include:

- Soliciting, creating and distributing content for podcast, film, web, and periodicals focussed on gender equity, climate action, Indigenous rights and achievement of sustainable development goals in Pacific communities;
- Creating and distributing content for fundraising purposes;
- Assisting in the creative development and coordination of our annual One Wave Gathering, an Indigenous arts and culture event;
- Envisioning, developing and executing social media campaigns focussed on promoting the interests of communities in the South Pacific and in coastal Indigenous communities;
- Utilizing the arts to facilitate opportunities for the public to learn about the effects of climate change on Pacific Island communities;
- Developing and maintaining information management systems and media databases, including by cataloging previous databases;
- Recruiting and providing support to multimedia volunteers;
- Developing and maintaining relationships with Indigenous partners, the Pacific Islander diaspora, international partners, environmental NGOs and cultural organizations;
- Providing other support to our team as needed.

Successful candidates will welcome the opportunity to practice cross-cultural skills while deepening knowledge of South Pacific and First Nations cultures. Experiential assets she/he will ideally possess include:

- Research, writing, and design;
- Excellent information technologies skills, computer knowledge, network, and analytic skills;
- Marketing assistance & support with communications and data;
- Writing proposals, press releases and articles;
- Coordinating educational and cultural events;
- Working with youth, community, Indigenous & environmental partners;
- Responding to phone, email and other queries;
- Knowledge of the contexts in which PPP works;
- Able to work as both a team member and independently;
- Experience working in an NGO environment.

POSITION 3 - Program Coordinator.

Working with the management team assist in the coordination and creative development of our annual One Wave Gathering, and other educational programs;

Activities include:

- Assisting in the creative development and coordination of our annual One Wave Gathering, an international Indigenous arts festival;
- Assisting in the development of PPP advocacy and program initiatives, including initiatives focused specifically on climate action and gender equity;
- Supporting management in coordinating special events/projects;
- Assisting in the creative development and distribution of educational resources, including a periodical, newsletters, podcasts and film;
- Working as part of a team to facilitate educational, engaging and fun opportunities for target audiences to engage more deeply with organization, including lunches, socials, talks/panels, etc.;
- Developing and maintaining relationships with Indigenous partners, the Pacific Islander diaspora, international partners, environmental NGOs and cultural organizations;
- Providing support to the overall team as needed.

Successful candidates will welcome the opportunity to practice cross-cultural skills while deepening knowledge of South Pacific and First Nations cultures. Experiential assets she/he will ideally possess include:

- Coordinating educational cultural events and programs;
- Supervising volunteers;
- Working with youth, community and Indigenous and environmental partners;
- Marketing assistance & support with communications and data;
- Support with writing proposals, press releases and articles;
- Responding to phone, email and other queries;

These positions are ideally suited (but not limited) to students in Communications Studies, First Nations Studies, Indigenous Governance, Environmental Studies, International Relations, Pacific and Asian Studies, Arts, Anthropology and International Communications.

The positions would start on or about July 2, 2019 and are 8 weeks in length at 35 hours per week. Rate of pay is \$14.00 plus MERCS (Mandatory Employee Related Costs).

To apply please send a resume and cover letter **confirming that you qualify for the Canada Summer Job Program**, and indicate your interest for one of the three positions **ASAP** via email to: April Ingham, Executive Director director@pacificpeoplespartnership.org

To learn more about PPP visit our website at: www.pacificpeoplespartnership.org

We regret that we can only respond to qualified shortlisted candidates but thank all respondents for your interest.

Pacific Peoples' Partnership
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www.pacificpeoplespartnership.org