



## Pacific Peoples' Partnership

YOUTH CANADA SUMMER JOB POSTINGS / July – August 2021:  
Fundraising, Communication and Program Coordinators

Pacific Peoples' Partnership is on the search for three (4) enthusiastic and self-motivated individuals to fill four (4) paid summer internships. We are seeking to fill the positions of **Development Coordinator, Communications Coordinator and two (2) Program Coordinators.**

**About us:** *Pacific Peoples' Partnership (PPP) has been based on Lekwungen territory in Victoria, BC for 46 years. We are Canada's only non-profit social justice organization devoted 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 and south for knowledge and cultural exchange, capacity building, and public engagement in Canada. Learn more at: [www.pacificpeoplespartnership.org](http://www.pacificpeoplespartnership.org)*

### **POSITION 1 - Development Coordinator**

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

Key responsibilities:

- Supporting fundraising initiatives through 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 focused 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 engage with the organization, including virtual 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

Qualifications:

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

- Excellent interpersonal skills and attention to detail
- Fundraising experience
- Research, writing, and design
- Multimedia 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 - Communications Coordinator.**

The Communications Coordinator working with the management team, will 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.

### Key Responsibilities:

- Supporting the creation of our new website and archive
- 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

### Qualifications:

Successful candidates will welcome the opportunity to practice cross-cultural skills while deepening knowledge of South Pacific and First Nations cultures. Experiential assets 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 – Two (2) Program Coordinators**

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 event
- Assisting in the coordination and development of PPP advocacy and educational 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.

Qualifications:

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

- Coordinating educational cultural events and programs;
- Assisting 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;
- Knowledge of the contexts in which PPP works;
- Able to work as both a team member and independently;
- Experience working in an NGO environment.

### **Eligibility & How to Apply:**

#### **To be eligible, youth must:**

**be between 15 and 30 years of age** at the start of the employment\*; be a **Canadian citizen, permanent resident, or person to whom refugee protection has been conferred** under the Immigration and Refugee Protection Act for the duration of the employment\*\*; and, have a valid **Social Insurance Number** at the start of employment and be **legally entitled to work in Canada** in accordance with relevant provincial or territorial legislation and regulations.

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

\*\***International students are not eligible participants.** International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of

an international student's time in Canada does not allow for a long-term connection to the labour market.

**These positions have been made available by the Canada Summer Grant. Preference will be given to those applicants who meet the eligibility of the grant. Eligibility is outlined as follows:**

These positions are ideally suited (but not limited) to students in Communications Studies, First Nations Studies, Indigenous Governance, Environmental Studies, International Relations, Pacific Studies, Arts, or Anthropology. These positions may be partially or fully remote. We have a COVID-19 Safety Plan in place and will discuss options for in-office, hybrid, or remote work with successful candidates. Positions will begin the week of July 5, 2021 and will be 8 weeks in length at 35 hours per week. Rate of pay is \$16 an hour 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 indicating your interest in one of the posted positions no later than **June 25, 2021**, via email to: [info@pacificpeoplespartnership.org](mailto:info@pacificpeoplespartnership.org)

To learn more about PPP visit our website at: [www.pacificpeoplespartnership.org](http://www.pacificpeoplespartnership.org)

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

Pacific Peoples' Partnership  
Suite 407, 620 View Street, Victoria, BC V8W 1J6  
[www.pacificpeoplespartnership.org](http://www.pacificpeoplespartnership.org)