

Communications Coordinator

Part-time, hybrid, variable hours (10-15 hours per week)

Compensation: \$28/hour

Application deadline: June 21, 2024

About Gender Equity in Media Society Vancouver

Gender Equity in Media Society Vancouver (GEMS) is a member-based organization committed to furthering gender equity in film and television. Previously named Women in Film and Television Vancouver (WIFTV), GEMS incorporated in 1989 as a not-for-profit society registered in British Columbia. By addressing systemic barriers, GEMS works towards supporting more inclusive, representative media. Our offices are located on the unceded traditional and ancestral homelands of the Musqueam, Squamish, and Tsleil-Waututh Nations.

By addressing systemic barriers we believe we are also working towards more inclusive, representative media. We approach our mission by:

- Advocating and organizing for equity in funding, employment, and promotional opportunities for all women and gender diverse people in the film and TV industry
- Providing low-barrier, accessible programming, including mentorship and educational events to increase women and gender diverse participation in screen-based media
- Producing the annual Gender Equity in Media Festival that champions women and gender diverse creators

Job Details

GEMS is looking for a Communications Coordinator to develop, support, and implement a variety of communications and marketing strategies for GEMS programs and events. The Communications Coordinator will work closely with GEMS staff to clearly represent the organization's voice and mission in all aspects of communications, marketing and development.

Responsibilities:

- Draft, implement and evaluate GEMS' communications materials for program promotion, e-newsletters, social media content, and website copy
- Craft compelling marketing assets for a variety of audiences
- Create branded graphics and images for online platforms

- Maintain a social media content calendar and scheduling to ensure appropriate and relevant engagement in a timely manner
- Ensure content is approved by staff
- Post pre-approved content using Planable
- Implement ongoing website updates, edits, and maintenance
- Respond to inquiries and assist members with renewing their memberships
- Coordinate Producer's Workbook sales and shipping
- Act as a liaison with community partners to share resources, ticket giveaways, member discounts, events etc.
- Assist and support GEMS staff with other communication initiatives when needed.

Our ideal candidate demonstrates:

- Core values that align with our mission and principles of equity, diversity, inclusion, and accessibility in screen-based industries
- Ability to take initiative, be creative, work well independently and in a team environment
- A demonstrated ability to work respectfully with marginalized community members
- Ability to make themselves available during weekday business hours to interact with participants and GEMS staff as needed
- Willingness and ability to participate in occasional weekend and evening events
- Excellent communication skills and experience prioritizing and balancing multiple tasks
- Experience and knowledge in marketing, branding, website development, Google analytics, content creation (including basic graphic design, photo and video)
- Proficiency in Zoom, Canva, MailChimp, WordPress, Eventbrite, Microsoft Office, Google Workspace, Slack, digital file sharing and storage platforms

Remuneration

There will be an expected 10-15 hr/week time commitment (time commitment may vary when workshops or program events occur). Compensation is \$28/hour. The selected candidate will be responsible for tracking and justifying their hours and ensuring they keep a detailed record of how these are allocated.

This is a part-time, one-year contract with the possibility of renewal. The successful candidate will enter this position as an independent contractor and no payroll deductions will be made.

Reporting

- Reports to the Executive Director and Managers

Experience

- 2+ years of experience in communications, social media, or equivalent
- Demonstrated experience with online marketing and social media
- An understanding of the Canadian Film & Television Industry is valued

- An understanding of Canadian Non-Profit sectors is valued
- Experience working with marginalized and equity-seeking communities is highly valued
- Applicants should demonstrate a strong understanding of gender equity.

Please note: The right candidate demonstrates progressive values that align with the organization's views on gender equity and understands that the primary goal of the organization is to serve those seeking equity on the basis of gender (such as but not limited to: cis women, trans women, trans men, gender diverse, non-binary, 2-spirit). While we are in support of anyone who wishes to learn more, we expect candidates to have a basic understanding of gender equity.

Application Information

To apply, please send an email to jobs@gemsvancouver.org with your resume and cover letter, citing the job title in the subject line. Please note that applications without cover letters are not likely to be considered, as we have a large volume of applications.

If you have an accessibility need and would like to submit an application in a different format, please email jobs@gemsvancouver.org ahead of the position closing to inquire about accommodations.

Our work is primarily from home, with occasional in-person requirements.

We encourage applications from all candidates, regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, or any other characteristic. All applicants will be duly considered on the basis of their qualifications and experience.

We thank everyone for their application and ask for understanding that only those shortlisted for an interview will be contacted.