

## Employment Opportunity

### **Administrative Assistant for Communications, Internet Technology, Video and Social Media Marketing**

The BC & Yukon District of the PAOC has an immediate opening for someone who wants to use their administrative skills in a ministry environment. We are looking for an individual with excellent written communication skills to implement our network's communication strategy, compose district-wide communiques, and promote district events through various online and social media. This person will also be responsible for managing and posting to our social media platforms, keeping our website information current, and liaising with our IT management provider.

The successful applicant will have strong administrative abilities, will be able to manage competing priorities, and will demonstrate personal initiative. An affinity for IT troubleshooting and familiarity with Microsoft Office 365 will be an asset. Skills with video capture and postproduction would be an asset in this role.

Compensation is consistent with administrative positions in non-profit organizations and includes benefits. Applicants should email [info@bc.paoc.org](mailto:info@bc.paoc.org) with a cover letter, a resume and a list of references. Attaching a portfolio with examples of writings and social media posts is welcomed.