

Job Title:	Communications & Education Event Planning Assistant	Department/ Group:	Communications
Location:	50 Sussex Drive, Ottawa	Position Type:	Summer position
Level/Salary Range:	\$14.00/ hr	Applicant Training:	Training will be provided
Date posted:	May 1, 2018	Posting Expires:	May 15, 2018
External posting URL:	https://cangeo-media-library.s3.amazonaws.com/s3fs-public/images/pages/get-involved/communications-and-education-event-planning-assistant-2019.pdf		

Applications Accepted By:

E-mail:

chapman@rcgs.org

Subject Line: Communications & Education Event Planning Assistant position

Mail:

Deborah Chapman
Communications Manager
Royal Canadian Geographical Society
50 Sussex Drive, Ottawa, Ontario K1M 2K1

Application Process

Do not apply in person. Qualified candidates will be contacted by phone and/or email. We will only be able to respond to candidates who are selected for interviews, but we thank all candidates for their interest in this position.

Job Description

The Royal Canadian Geographical Society (RCGS) is dedicated to promoting and enhancing public awareness for Canadian geography and to strengthening the bond between Canadians and their diverse and vast geographical heritage. If you are interested in working in a challenging role within a dynamic environment, the **Communications & Education Event Planning Assistant** position with the RCGS is the summer job for you.

Role and Responsibilities

Works with the Communications Manager to develop plans for the Society's various events to celebrate Canadian geography and exploration. Assists with planning for upcoming events, including:

- Promotion of new and continuing Giant Floor Maps, plus educational resources
- New educational programs such as *Relocation* and *Anthropocene*
- Promotion of online resources such as *Energy IQ* and more

The student will develop a wide variety of digital media skills tailored to each communications opportunity, as well as develop communications strategies to promote Canadian Geographic Education's teaching resources. This position requires the student to be able to work collaboratively with employees as well as with the Society's partners to promote upcoming events and programs.

Qualifications and Education Requirements

A background or degree in education, communications, journalism, marketing, and/or geography is considered an asset. Indigenous Studies students are priority candidates for this position.

Preferred Skills

- Excellent English and French writing skills are a must
- Self-motivated/problem-solver/creative thinker
- Ability to navigate a fast-paced working environment while handling multiple projects and deadlines
- Team-oriented and committed to supporting the needs of internal and external stakeholders
- Supports and takes leadership on communications assignments & event planning leading up to an event.
- Provides hands-on assistance at events.