



powell street festival society

パウエル祭協会

Suite 410-111

W. Hastings Street

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JOB POSTING:

Communications and Administration Specialist (1 Year Maternity Leave Contract)

POWELL STREET FESTIVAL SOCIETY

The **Powell Street Festival Society (PSFS)** cultivates Japanese Canadian art and culture to connect communities. Its main activity is producing the **Powell Street Festival (PSF)**—an annual celebration of Japanese Canadian arts, music, and culture in Vancouver’s historic Japanese Canadian neighbourhood, Paueru Gai, in the Downtown Eastside (DTES). Supported by over 350 volunteers, this two-day, free event is the largest of its kind in Canada and the longest-running festival in Metro Vancouver. In addition to the festival, PSFS offers year-round programming and community engagement initiatives. The Society is a progressive, inclusive, and community-driven non-profit arts presenter and is proud to be celebrating its 50th anniversary year in 2026.

POSITION SUMMARY

PSFS is seeking a **Communications and Administration Specialist** for a **1-year maternity leave contract**. This position is an exciting opportunity to lead the organization’s communications and administrative functions during a milestone year for the Festival.

A training and handover period will begin in December 2025, with the full contract term running from January 2026 to January 2027. The successful candidate will be a key member of a small, dedicated team, supporting marketing, event coordination, and administrative operations.

Communications & Media Outreach

- Implement marketing and communication strategies to promote the festival and strengthen brand visibility.
- Create and manage engaging content for social media, website, newsletters, and promotional materials.
- Ensure brand consistency across all platforms, including messaging and visual identity.
- Coordinate media outreach, including press releases and media engagement.
- Analyze and optimize marketing strategies using analytics tools, creating regular reports on areas of interest.
- Working knowledge of Japanese is an asset.
- Coordinate external translators for larger translation projects (i.e. during the festival) to ensure accuracy and cultural relevance.
- Develop media kits and maintain an updated press list to strengthen media relationships.



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Merchandising & Event Logistics

- Oversee festival merchandising, including design, production, inventory control, online shop management, and POS (Square) setup for online/offline sales.
- Manage festival signage to align with branding and wayfinding needs.
- Coordinate vendor communications, print orders, and photography/videography.
- Lead live media coverage during the festival, capturing real-time content (photos, videos, stories).
- Work with the Development Associate to administer the Festival Lottery, including licensing, ticket production, sales, and reporting.
- Assist with coordinating volunteers involved in marketing and administrative tasks.

Finance and Development Administration

- Ensure compliance with privacy regulations and gaming licenses.
- Assist with donation data entry, tracking, and administration.
- Coordinate the issuance of donation tax receipts.
- Support financial reporting and grant administration by tracking engagement metrics.
- Work closely with the Development Associate to align fundraising efforts with marketing strategies, ensuring sponsor recognition across all platforms.
- Assist the Finance Associate with administrative tasks, including following up on invoices and collecting necessary information from individuals and vendors.

General Administration

- Serve as the primary liaison for IT, managing website updates and troubleshooting marketing tools.
- Monitor shared mailboxes (e.g., “info”) and respond to inquiries or forward them to the correct recipient promptly.
- Update the Society’s contact management system (MS Power Apps) database.
- Assist with maintaining festival manuals, Society documents, multimedia, and assets (e.g., surveys, inventory).
- Maintain organized records of marketing activities, sponsorship agreements, and media contacts.
- Provide general cross-departmental support to ensure smooth festival operations.
- Perform other duties as assigned by the Executive Director, including tasks that arise due to seasonal needs, event-related requirements, or strategic initiatives.

EMPLOYMENT TERMS

- **Position type:** Temporary, full-time maternity leave contract (approx. 13 months)
- **Hourly rate:** \$25.00–\$28.00/hour (commensurate with experience)
- **Hours:** 37.5 hours per week



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- **Work arrangement:** Hybrid—combination of remote and in-office work at PSFS's Vancouver office
- **Benefits:** Extended health and dental coverage after 3 months; vacation pay in accordance with BC Employment Standards
- **Schedule flexibility:** Evening and weekend work may be required during the Festival and related events

QUALIFICATIONS & TECHNICAL SKILLS

- Intermediate proficiency with WordPress (content updates, media uploads, basic troubleshooting).
- Basic understanding of HTML/CSS to coordinate with web developers when needed.
- Working knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign); basic familiarity with After Effects, Premiere Pro or other software for short video edits.
- Knowledge of printing production (exporting print-ready PDFs, liaising with printers).
- Proficiency with Microsoft 365 (Word, Excel, Outlook, PowerPoint, SharePoint).
- English–Japanese translation ability and/or experience coordinating translators is an asset.

EQUITY, DIVERSITY, AND INCLUSION

PSFS is an equal opportunity employer that values diversity in the workplace. We encourage applications from members of equity-deserving communities, including people of Japanese and other Asian heritages, Indigenous peoples, Black and racialized people, LGBTQ2S+ individuals, and people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

HOW TO APPLY

Please submit a **resume and cover letter (PDF)** to: jobs@powellstreetfestival.com

Subject line: “Communications and Administration Specialist – Maternity Leave Contract.”

Applications will be reviewed on a rolling basis until the position is filled. Only candidates selected for an interview will be contacted.

No phone calls, please.