



## JOB POSTING

The Powell Street Festival Society's (PSFS) mission is to cultivate Japanese Canadian arts and culture to connect communities. The 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). With the support of over 250 volunteers, this two-day free event is the largest of its kind in Canada and the longest running festival in Metro Vancouver (since 1977). PSFS is a non-profit professional arts presenter that is progressive, diverse, contemporary, and compelling.

Powell Street Festival Society seeks a dedicated team player to fill a permanent fulltime position (35 hours/week). Working with the staff, volunteers and contractors, the Communications and Stakeholder Engagement Coordinator is responsible for the following tasks:

### Communications and Stakeholder Engagement Coordinator

- Coordinate media campaigns;
- Coordinate the website content, newsletter, reports and social media;
- Coordinate the production of publicity and promotional materials;
- Coordinate with stakeholder outreach;
- Coordinate the festival merchandising and lottery;
- Coordinate sponsorships and donations;
- Monitor and implement Privacy regulations and Gaming licenses;
- Assist with data analysis.

### QUALIFICATIONS:

The ideal candidate will have strong organizational skills, exceptional interpersonal and communication skills, and at least 2 years of experience in marketing and/or communications. Requirements include:

- Strong writing and editing skills;
- An ability to work independently as well as within a team;
- Experience with MS Word, Excel and Wordpress are required, InDesign and Illustrator are also an asset.
- The candidate must be creative and resourceful, and able to assess and handle difficult situations.
- A flexible schedule and able to work some evenings and weekends
- Working knowledge of Japanese or other Asian languages is an asset, and/or experience working with non-native English language speakers.
- Experience with non-profit organizations is an asset.



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- Specific experience with, or knowledge of, the national and local Asian Canadian arts scenes, the mainstream arts community, and of the operations of non-profit societies is also desirable.
- Candidates should be familiar and comfortable working in the Downtown Eastside Neighbourhood in which the Festival has been held for over 40 years.

**The deadline for applications is January 21, 2024.**

**Applications will be accepted by email only. Please submit a resume and cover letter to [jobs\[at\]powellstreetfestival.com](mailto:jobs[at]powellstreetfestival.com), and include “Communications and Stakeholder Coordinator” in the subject line. No phone calls please.**

Powell Street Festival Society thanks all applicants in advance for their interest; however, only short-listed candidates will be contacted.

Wage is commensurate with experience: \$20.00-\$24.90/hour