

The BC Compassion Club is a consensus run, not-for-profit organization that meets the holistic healing needs of a large and growing community. We are looking for caring and committed individuals to join our staff collective.

Currently we are hiring a Communications Co-ordinator with our organization for three days per week (24 hours). We need a compassionate, skilled communicator who is great at multi-tasking. We are looking for a person who is grounded and easy-going, ready to handle a mix of duties, including social media, outreach and frontline social work. Previous communications/ media relations experience is a plus. Candidates will be expected to be familiar with computer programs (MS Word, Excel) and social media platforms.

Familiarity with cannabis and / or holistic health care is an asset. Experience in social work, consensus, or activism preferred. Additionally, we expect all staff to participate in the overall organizing, cleaning and functioning of the organization.

We offer a basic starting wage of \$16 per hour for all positions with generous in-house and extended benefits available.

To receive a copy of our application, please send an email request with the subject line as the position applying for (COMMUNICATIONS), or ask for one in person at 2995 Commercial Drive, in East Vancouver, Coast Salish Territories. We request your application be submitted alongside your resume and a cover letter/ letter of interest addressed to the collective.

Only short-listed applicants will be contacted. For more information on the organization, visit our webpage: www.thecompassionclub.org.

The BCCCS encourages applications from all qualified candidates including/prioritizing women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

Start Date: Immediately

Rate of Pay: \$16/ hour to start with benefits after 3 months

Hours: 24 Hours/week- days flexible

Deadline for Applications: June 6th, 2017

Request an Application Package at: [hr\(at\)thecompassionclub.org](mailto:hr@thecompassionclub.org)

MAIN DUTIES:

- Develop and implement communications strategy for fundraising initiatives
- Media relations and spokesperson duties (write press releases, interviews)
- Build alliances with community and relevant organizations
- Maintain city and police relations
- Participate in / support activist initiatives and organizations – Tabling, Pride etc
- Maintain communication and relations with other clubs
- Jail and court support for members / cultivators / other medical cannabis activists – Update Mobilization Plan
- Liaise with lawyers as needed
- Learn website admin duties – Daily tasks
- Media tracking (keep track of and archive what is going on externally that relates to Club)
- Facilitate filming of documentaries - Presentations
- Write articles for external publications and for internal newsletter - Hotbox
- Give presentations, Attend conferences
- Marketing
- Research Case law
- Produce documents on timely issues (e.g. medical cannabis regulations, ourselves as a model)
- Respond and give input to Health Canada re: medical cannabis
- Updates to Circle, Board and Members meetings
- Training, Schedule Meetings, Maintain Dept. Handbook (Superstar)
- Respond to communications / inquiries & maintain internal info board (Blue Folder)
- Maintain Events Calendar and produce quarterly newsletter

CRITERIA:

- Availability needs to be flexible – Conferences, Tabling, etc.
- Good communicator (well-spoken, good writing skills)
- Good follow through
- Experience dealing with media
- Good listener, Diplomatic
- Organizing skills
- Quick thinker
- Political analysis
- Professional
- Commitment to collective process and working as a team

MEETINGS:

- Commie Rep at circle (weekly)
- Commie Dept meetings (monthly)
- Meeting with Political/Legal Committee (bi-weekly)

Hours: 24 hours/week

Posted: October, 2016

Closing Date: *extended* June 6th, 2017

Start Date: Immediately

Starting wage: \$16/ hour with extended benefits after 3 months as well as generous in-house benefits