

QMUNITY

Community Engagement Department Practicum Placement

The Organization: QMUNITY is BC's Queer Resource Center – The hub for lesbian, gay, bi, trans and queer community programs, training and advocacy. We envision a world where all queer people are included and free from discrimination.

The Community Engagement Department: The main objective of the department is to increase the perceived value of our organization by 1) raising awareness of our brand, products, and services, 2) enhancing our image, 3) engaging our constituents and donors

Responsibilities:

Working directly with the Engagement Coordinator and the Development Coordinator, and under the direction of the Manager of Community Engagement, the Engagement Practicum Student will support QMUNITY's communications and engagement initiatives to increase the perceived value of our organization.

- Contribute to the ongoing ideation of key messages in alignment with our overarching organizational communication strategy
- Support the Engagement Coordinator in areas such as organizational and services promotion, data analysis and reporting, website updates, and other special projects as required.
 - Contribute to the ideation, development, and execution of promotional strategies for services, activities, and events, including:
 - Graphic design support
 - Copywriting and copyediting
 - Social media posting, replying, and monitoring
 - Event documenting
 - Photography
 - Videography
 - Update and edit website sections as required
 - Assist in the collection of impact metrics
 - Other tasks as required
- Support the Development Coordinator in areas such as event planning, donor and sponsorship data entry, database hygiene, and donor appreciation.
 - Contribute to the planning of major fundraising events such as the International Day Against Homophobia and Transphobia Breakfast, Build a Legacy, Pride, and Stack the Rack

Requirements:

- Being enrolled in a Marketing, Communications, or related university program.
- Intermediate knowledge of Adobe Creative Suite products including Illustrator and InDesign
- Understanding of digital engagement tactics, platforms, and monitoring and reporting tools
- Strategically and creatively-minded and results-oriented

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- Proactive

Time Commitment:

Approximately 30-37.5/week

Hours are 10-6 with some evening and weekend work required.

Benefits:

- Mentorship from professionals in communications and marketing, fundraising and community engagement and event planning and management
- Inclusion in QMUNITY staff meetings and gatherings, active participation in the Community Engagement team meetings, one-on-one time every two weeks with the Manager of Community Engagement, one-on-one time each week with the Engagement Coordinator and the Development Coordinator (joint meeting)
- An opportunity to give back to the wider community, specifically the queer, trans, and Two-Spirit communities
- Gain experience working in an established local social profit
- Hands-on practical experience in communications and marketing, fundraising and community engagement and event planning and management
- Inclusion in QMUNITY volunteer team events and professional development
- Eligibility for Volunteer of the Month and Volunteer of the Year
- Potential for letters of recommendation and references

Accountability:

- The Marketing Practicum Student be responsible to the Manager of Community Engagement with day-to-day tasks assigned by the Engagement Coordinator and the Development Coordinator.

Evaluation:

- Feedback will be provided on an ongoing basis through regular check-ins with the Manager of Community Engagement or another supervising staff member

How to apply:

Please fill out a [volunteer application](#) with our online platform, and email your resume to the Community Outreach Coordinator at community.outreach@qmunity.ca

Accessibility: Please note, QMUNITY's main office space is located on the second level of the building. Applicants should be aware that there is a flight of 23 stairs to reach the office.

Diversity: QMUNITY is committed to employment equity and prioritizes applications from underrepresented groups including trans and gender variant persons, Indigenous persons, persons of colour, and persons with disabilities. For peer facilitator positions, we require persons who self-identify as a member of the peer group, to help create a safer space for group participants.