

**BRITISH COLUMBIA HUMANIST ASSOCIATION**

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## **JOB POSTING: CAMPAIGNS ASSISTANT**

**Job title:** Campaigns Assistant

**Location:** Remote (eg work from home) but must be based in British Columbia

**Status:** Full-time (32 hours per week), summer (8 weeks), \$15 per hour

**Start date:** July 4, 2019

**About the BC Humanist Association:** We promote education about secular humanism and research issues relating to human rights and secularism.

**Job description:** The Campaigns Assistant will be responsible for providing assistance to several ongoing research projects. The priority will be to complete analysis for our legislative prayers and fair property taxes projects. Tasks will include:

- Textual coding and analysis
- Researching municipal policies
- Contributing to public reports
- Promoting reports on social media
- Other research tasks as assigned

Work will primarily be performed remotely, with some opportunities for in person meetings at a central coworking location.

**Qualifications:**

- Experience working with (or ability to quickly learn) online collaboration tools such as Google Docs, Slack and video conferencing tools
- Experience with social media platforms (Twitter, Facebook and Instagram)
- High reading comprehension skills
- Strong writing abilities
- Ability to work independently
- Fluent in English

**Requirements:**

- Between 15 and 30 years of age
- Canadian Citizen, permanent resident or refugee under the *Immigration and Refugee Protection Act*
- Legally entitled to work in British Columbia

BC Humanist Association is committed to equity in employment and encourages applications from all qualified applicants including youth who have not previously been employed, women, Indigenous peoples, members of visible minorities, LGBTQ2+ youth and persons with disabilities.

If you are interested in this opportunity, please forward your resume to Ian Bushfield, Executive Director at [exdir@bchumanist.ca](mailto:exdir@bchumanist.ca). Applications are due by June 14, 2019.

We are hiring two candidates for this position.