

**BRITISH COLUMBIA HUMANIST ASSOCIATION**

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## **JOB POSTING: PROGRAMS ASSISTANT**

**Job title:** Programs Assistant

**Location:** Burnaby, BC

**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 Programs Assistant will be responsible for maintaining the existing level of events and programs operated by the BCHA and developing new programs for members and the public. A particular focus will be on expanding programming for the underserved communities and developing procedures that can be replicated outside Metro Vancouver. Specifically, the Programs Assistant will:

- Schedule programs for the Vancouver Sunday Meetings
- Produce podcasts from the Sunday meetings
- Support the development of new programs to reach underserved communities
- Promoting new and existing events on social media
- Represent the BCHA at festivals and community events

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)
- Experience with event planning
- 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.