Position Description for GirlJam Crew
Media Relations & PR Assistant

The GirlJam Crew will form a team of volunteers committed to executing a dynamic girl-driven event for 5000-10000 Ontario and Nunavut members that successfully "Wows the Girl".

Volunteer Opportunity

As part of the GirlJam Crew, you will work in a collaborative and supportive manner with the other Communications team members, in an effort to ensure an efficient delivery of services and a successful event outcome.

Key Responsibilities for the Position:

As a Media Relations & PR Assistant, you will be responsible for assisting with the promotion and communications of the event to media outlets during GirlJam 2020.

Your key responsibilities will include the following:

- Working in close collaboration with the GirlJam 2020 Communications Lead, communicate and promote the event during its execution; including assisting with writing articles, press releases and captions;
- Coordinate and escort media visits to the event;
- Being prepared to assist the GirlJam 2020 Steering Committee with the Media Information Centre in the event of a crisis;
- Flexibility for deployment to other roles during the event as needed.

Requirements for the Position:

- Availability to attend GirlJam 2020 throughout the required timeframe for your respective team (from setup to tear down) on September 25 and 26, 2020;
- A background in the Communications field with a heightened level of comfort and experience working with the media in the public relations field;
- Experience in social media would be an asset;
- Ability to remain calm, cool, and collected in potentially stressful situations
- Strong interpersonal, organizational and problem solving skills;
- Be a strategic thinker with the capacity to adjust priorities and manage time wisely in a fast-paced environment;
- Ability to communicate in a clear, concise, understandable manner as well as listen attentively to others;
- Attention to detail and strong documentation skills;

- Strong computer skills, including a familiarity with email (sending and receiving attachments), Windows and other commonly used software
- Be comfortable on your feet for an extended period of time;
- Self-motivated and disciplined with the ability to multi-task;
- Commitment to providing outstanding customer service.

Working Partnerships:

As a member of the Communications Crew, you will work with other members of the Communications team, reporting to the Communications Lead.

Term of the Position:

- This position will commence from the time of acceptance (early 2020) until the conclusion of the event on September 26, 2020.
- You may be required to participate in team meetings via conference call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of $59 + HST. Included in this fee is a t-shirt, crest and meals during the GirlJam event.