

April 30, 2024

Call for Applications: Program Coordinator

The Writers' Federation of Nova Scotia (WFNS) is seeking applications for the part-time contract position of **Program Coordinator** who will provide assistance in resource development, communications, and special events planning and delivery. The successful applicant will work a combination of remote hours, event-site hours, and in-office hours and will need to provide their own laptop.

Application deadline: Wednesday, May 15 (11:59pm)

Interviews conducted: Friday, May 17

Contract start: Monday, May 27

Contract end: Friday, August 2

Compensation: \$5,400 (\$18/hour, 30 hours/week for 10 weeks)

Eligibility: This position is supported by the Canada Summer Jobs program, which requires any applicant to be 30 years of age or under and a Canadian Citizen, permanent resident, or person protected under the *Immigration and Refugee Protection Act*.

Applications are accepted only through the form at writers.ns.ca/jobs/program-coordinator. Applicants selected for an interview will be contacted on May 16 to arrange an interview time.

The Program Coordinator will gain insight into how a nonprofit cultural organization works. They will work closely with all members of the office, receive immediate support and feedback, and have numerous opportunities to learn by doing. Creativity and initiative will be highly valued.

Key areas of responsibility

Resource Development:

- Assist WFNS staff in the design and production of an FAQ system to handle questions commonly asked by the general public
- Interview authors across the province to create "Author Spotlight" profiles for digital publication
- Propose and implement one or more new creative writing resources for WFNS members and/or the general public

Communications:

- Assist WFNS staff in setting social media strategy for the summer months
- Create graphics and copy for social media posts
- Contribute content about resources to weekly member newsletter
- Assist WFNS staff in promoting and coordinating creative writing day camps for children and teens

Special events:

- Assist WFNS staff in delivery of Atlantic Book Awards and Nova Scotia Book Awards events in May and June
- Assist WFNS staff in planning and logistics for the annual book fair held in October

Requirements

- Demonstrable background or interest in literature
- Fluency in written and spoken English
- Strong written communication skills
- Familiarity with social media
- Proven initiative and self-management (working independently)

Assets

- Event planning experience
- Graphic design experience
- Creativity