

## View results

Respondent

74

Anonymous

48:08

Time to complete

### WHO

1. Organization: \*

Three Peaks Recreational Outreach

2. Contact Person: \*

John Wallin

3. Preferred Contact Method: \*

- Email
- Phone
- Email or Phone

4. Email: \*

john@threepeaksrec.com

5. Phone \*

6046210898

## WHAT

6. Position Title (e.g. Youth Worker, Cashier, Teaching Assistant, etc.): \*

Social Media Assistant

7. Job Description: \*

They will edit content that is gathered from events and format it for Facebook, Instagram, and other social media platforms. You will establish a weekly posting schedule with the Executive Director. You will monitor and respond to queries on all social platforms with the assistance of the Executive Director. You will assist in all fundraising initiatives and work with the team to prepare for those projects.

8. Skills Required: \*

They need written and verbal communications skills. They need experience following a prescribed posting schedule on social media platforms outside of casual personal posting. They need experience using Canva and square space. Experience using Photoshop Lightroom is ideal, but not necessary. We are looking for someone who is creative, self-motivated, flexible, and has a passion to learn more about non-profit marketing.

9. Gender Preference: \*

- Male
- Female
- Either

10. Criminal Record Check required: \*

- Yes
- No

11. Comments or additional information:

This job is almost entirely online so it can be done from home. As mentioned there will be a prescribed posting schedule, but outside of that work hours are flexible. You will have weekly meetings with the Executive Director as well as team meetings biweekly. Some of these expectations can be discussed to see if we can help make this work in your schedule.

## WHERE

12. Location: \*

Other



It can be done from home, but the hope is that it is local to Abbotsford

13. Address: \*


Can be operated from home

14. Transportation needed: \*

- Student must have own
- Easy walking distance from CBC
- Carpool provided through organization
- On-campus
- Other

## WHEN

15. Day of the week: \*

Day is negotiable and/or may vary week to week 

16. Time frame (e.g. 6 - 9 pm) \*

will be negotiated

## WHY POST ON OUR BOARD?

Columbia's Integrated Learning Department looks forward to partnering with your organization to enrich the education of our students with practical, hands-on experience. We do not place students in Service Practicum placements; rather, we act as a bridge between students and organizations. This placement board is such a bridge. Should a student choose to participate with your organization, we ask that you provide them with opportunities to learn and grow in both skills and confidence in who they are as a person, as well as giving them a rich mentorship experience.

17. I have read the current Columbia Bible College Service Practicum Supervisor Manual. (Find it here: 2022 Service Practicum Supervisor's Manual.pdf). \*

Yes

18. As a potential Service Practicum Supervisor, I agree to the responsibilities outlined in the Supervisor Manual: \*

Yes

19. I would like to receive/continue to receive information about Integrated Learning at Columbia. \*

Yes

No

I already receive information about Integrated Learning

## Posting Information

(for office use only)

20. \*

9/14/2022



21. This is (please select one): \*

- A new posting
- An update of a current posting

Thank You!

