



## **Communications & Cultural Programs Assistant**

### **Location: Victoria, BC (in person)**

Full-time (40 hours/week)

Start date: February 1, 2026

Tuesday to Saturday | Flexible hours (evenings & occasional weekends required)

### **The Role**

We are seeking a **versatile and organized Communications & Cultural Programs Assistant** to support reception, administrative operations, communications, and the gradual development of cultural programming.

This is an **evolving position**. Initially, the role will focus mainly on reception and administrative duties, with increasing involvement in communications and cultural activities as programming expands.

### **Key Responsibilities**

#### **Communications**

- Promote cultural and community activities
- Manage and contribute to social media content
- Create basic visual and written content (posts, posters, newsletters)
- Update communication materials as needed

#### **Cultural Programs & Events**

- Support planning and coordination of cultural events
- Provide on-site logistical support during events
- Create a welcoming and inclusive atmosphere
- Collaborate with local cultural and community partners

#### **Reception & Administration**

- Welcome and assist students, instructors, and visitors
- Answer phone calls and general inquiries
- Support student registration and course administration
- Prepare and organize teaching materials
- Assist with exam organization and invigilation (TCF / TEF)



### **Qualifications**

- 1 – 2 years of relevant experience in at least one of the following (preferred):
  - Communications or social media support
  - Cultural, arts, or community organization
  - Events coordination or customer-facing role
- Strong customer service and interpersonal skills
- Organized, adaptable, and able to work independently in a small structure
- Interest in culture, events, and community engagement
- Comfortable using digital tools and social media

### **Languages:**

- Functional proficiency in **English and French** required

### **Working Conditions**

- Full-time position (40 hours/week)
- Tuesday to Saturday schedule
- Flexible availability required for evenings and some weekends
- Dynamic, multicultural work environment
- Role evolves with program growth

### **Benefits:**

- Dental care
- Extended health care
- Paid time off
- Free or discounted entry to all our cultural events

**Salary: 48,000 – 52,000 CAD per year**, depending on experience

### **How to Apply**

Please submit your **resume and cover letter** via Indeed or email to **hr@afcapa.ca**

**Only shortlisted candidates will be contacted.**