



Job Posting:

Communications Assistant

Location: St. John's, NL (in-person)

Contract Term: Immediately until November 7, 2025 (Seasonal)

Reports To: Communications Director

Compensation: \$20/hour based on an average of 35-hour workweek (flexible)

Deadline to apply: Position will be open until filled

The **St. John's International Women's Film Festival (SJIWFF)**, Canada's longest-running women's film festival, was founded in 1989 with a bold vision of advancing gender equity in the screen industries by championing the creative work of women and gender-diverse artists worldwide. A respected leader in the sector with growing accolades, SJIWFF brings critical artist development and creative vitality to Newfoundland and Labrador.

Position Overview:

We are seeking a reliable, detail-oriented, and enthusiastic **Communications Assistant** to support the planning and delivery of the 36th annual Festival season. Reporting to the Communications Director and working closely with the Coordinator, this role provides key administrative, digital, and event support—helping manage communications workflows, social media content, sponsor materials, and onsite logistics. This is a great opportunity to gain hands-on experience in marketing, media, and festival operations while working with a collaborative, equity-focused team.

Job Responsibilities

- **Administrative & Workflow Support**
 - Support task management and timelines for the Communications team
 - Assist with layout, editing, and distribution of newsletters
 - Proof and format digital content, ensuring accessibility (ex., alt-text, captions, plain language)
 - Help update website content, including text, images, and event info.
 - Support team workflow tracking

ST. JOHN'S INTERNATIONAL WOMEN'S FILM FESTIVAL

28 Cochrane Street, St. John's, NL, Canada, A1C 3L3 • 709.754.3141 • www.womensfilmfestival.com

- Support the distribution and collection of audience surveys; contribute to early-stage data review
- **Event & On-Site Festival Support**
 - Assist with onsite placement of sponsor assets in collaboration with the team
 - Support social media content capture and coordination during festival events (with direction from senior team and volunteer supports)
 - Prepare printed materials and support merchandise logistics
 - Contribute to the setup and execution of events
- **Team Collaboration**
 - Assist in tracking team tasks and timelines.
- **Post-Festival wrap**
 - Help compile communications data and assist with post-event reporting.
 - Participate in team debriefs, exit notes, and lessons learned

Qualifications

- **Experience:**
 - Experience in communications, administration or event coordination (preferred)
 - Experience in arts, not-for-profit, or cultural organizations (asset)
- **Skills:**
 - Highly organized with the ability to multitask and meet deadlines
 - Clear, effective communicator—comfortable engaging with artists, media, and the public
 - Flexible and professional in fast-paced or changing environments
 - Familiarity with social media platforms and content scheduling tools
- **Technical:**
 - Proficiency with Google Suite (Docs, Sheets, Gmail, Drive) is required
 - Experience using Canva or similar design tools is required
 - Familiarity with survey tools and basic data handling (asset)
 - Experience with Squarespace or other website platforms (strong asset)
- **Values:**
 - Strong understanding of equity, anti-oppression, and anti-racism principles
 - Passion for film, storytelling, and supporting diverse creative voices

Working Conditions:

This role is flexible with onsite work required during the Festival (October 21–25, 2025).

Evening and weekend hours will be expected during festival events. The ideal candidate will be comfortable working in a fast-paced, collaborative, and deadline-driven environment.

How to Apply:

Submit a cover letter, resumé and two references as one (1) PDF via email to hiring@womensfilmfestival.com. Please put "YOUR NAME – Communications Assistant" in the email's subject line. Only those selected for an interview will be contacted.

SJIWFF values diversity and strongly encourages applications from all qualified individuals, including, but not limited to women, Indigenous persons, racialized persons, persons with disabilities and 2SLGBTQ+ folks. We are an equal-opportunity employer.