

Job Posting: Content Creator and Social Media Assistant

Decoda Literacy Solutions • Canada Summer Jobs Position

Decoda Literacy Solutions is BC's provincial literacy organization, providing resources, training, and funding to support community-based literacy programs in over 400 communities. We work to increase the literacy and learning skills of children, youth, adults, and families to improve their quality of life at home, at work, and in the community.

Our vision is a British Columbia where everyone has the literacy skills they need to thrive. We value inclusion, resiliency, integrity, and optimism. We celebrate diversity, different perspectives, and new ideas that benefit our team and the communities we serve. We strongly encourage applications from individuals of diverse backgrounds, abilities, and identities. Applicants are welcome to self-identify in their cover letters.

Are you a creative storyteller with a passion for social media and video content?

We're looking for a Canada Summer Jobs student to help amplify voices across BC through nonprofit communications work. If you love creating videos, writing compelling content, and championing important causes, this position is a great opportunity to build your portfolio and grow your career in communications.

We Offer:

- **Hourly rate:** \$19.85
- **Hours:** Full-time, 35 hours per week for eight weeks (proposed dates: June 23 to August 29)
- **Hybrid work** options are available with some structure — regular in-office days will be required for collaboration, content creation, and meetings.
- Supportive **team** culture.

Key Responsibilities

- Collaborate with the communications team; share your ideas for raising public awareness about literacy.
- Create short-form videos (concept, filming, editing) for TikTok, Instagram, and other platforms.
- Engage with Decoda's online community through comments, DMs, and stories and promote diverse voices in communications.
- Support the planning and promotion of upcoming 2025/2026 events and campaigns.
- Assist in writing social media posts, blog entries, and short features for our website.

Qualifications and Experience

- One+ year of course work or experience in Communications, Marketing, Digital Media, Journalism, or a related field.
- Must meet **Canada Summer Jobs** eligibility:
 - Be between 15 and 30 years of age at the start of employment.
 - Be a Canadian citizen, permanent resident, or have refugee protection status.
 - Have a valid Social Insurance Number and be legally entitled to work in Canada
- Proactive, self-driven, and comfortable working independently and collaboratively.
- Creative thinker with a keen eye for design, style, and storytelling.
- Experience writing social media content and/or creating storyboards for videos.
- Familiarity with TikTok, Instagram, and current digital trends.
- Based in the Greater Vancouver Area with the ability to commute to Downtown Vancouver.
- Skills in graphic design and photography and knowledge of accessibility practices in digital content creation is a bonus.

How to Apply

To apply, please send your **resume and a cover letter** to info@decoda.ca with the subject line: **“Application - Content Creator Summer Student”**

Deadline to apply: **May 19, 2025, at 5:00 p.m.**

We thank all applicants for their interest. Only those selected for an interview will be contacted.