

## The BC Book Prizes Project Assistant

The West Coast Book Prize Society organizes British Columbia's largest and most prestigious annual gathering of authors, publishers, booksellers, librarians and professional associations: **The BC Book Prizes**. The society seeks to recognize the artistic achievements of British Columbia's book publishing community, reward excellence in writing and publishing, promote and encourage the development of literary arts by educating the public about BC writing and publishing, and promote the interaction between writers, publishers, librarians, booksellers, professional associations and the general public.

**The BC Book Prizes are seeking** an enthusiastic team player who can take direction and work with minimal supervision. This is a **full-time** summer position ideal for students working towards a career in the book and magazine publishing industry. Along with basic administrative work, the student will develop an innate comprehension of all facets of the publishing industry.

Duties will include:

- Research and archive of shortlisted and winning titles 1985-2001
- Copywriting and/or editing of book descriptions of above
- Updating website archive with above (no html knowledge required)
- Collection of survey and other reporting data, and assembly into document form
- Maintaining accurate membership and sponsorship records;
- Database management;
- Provide administrative support to management and marketing teams;

The successful candidate will have exceptional organizational and time-management skills and have computer skills in a PC environment that include familiarity with MS Word, Access, Outlook and Excel. A high level of written, oral and interpersonal communication skills are essential.

This position made possible by funding from HRSDC Canada Summer Jobs Program: applicants must be between the ages of 15 and 30, must have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year, and be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act. Applicants must also be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

The BC Book Prizes encourages applications from individuals from traditionally disadvantaged groups including, but not limited to, First Nations, women, queer, people of colour, people with disabilities and immigrants.

Start Date: May 26<sup>th</sup>, 2008

End Date: Friday, August 8<sup>th</sup>, 2008

Hours: Approximately 35 hours per week.

Wage: \$9.00 per hour

How to apply:

Please send cover letter and resume to:

Sharon Bradley

sharon@rebuscreative.com

**Application deadline: Friday, May 16<sup>th</sup>, 2008**