



# Publicity Coordinator - Canada Summer Jobs 2026

The Kamloops Film Society (KFS) is looking to hire a full-time Publicity Coordinator for a **12-week contract** starting **June 1, 2026**. This is a **31 hour per week** position, working weekdays with some evenings and weekends.

The Publicity Coordinator will report to the Festival & Events Producer to research, plan and coordinate public-facing communications and community engagement activities that support volunteer recruitment, event and festival promotions, and member and patron engagement for the Kamloops Film Society.

## Responsibilities will include:

- Research, plan and attend community engagement activities and events to promote KFS volunteer, event and membership opportunities (e.g., Farmer's Markets, campus events, etc.)
- Update KFS Google Business Profile with weekly showtimes and special events.
- Submit event listings for key events and festivals;
- Draft press releases and pitch media; coordinate interviews;
- Act as a social media correspondent at festivals and special screenings and events (sharing content to Instagram stories, etc.);
- Develop KFS media lists and track and report all media coverage;
- Write/create blog and/or vlog posts that share the stories of KFS volunteers and members, including conducting interviews;
- Prepare the KFS bi-weekly volunteer newsletter;
- Develop a template for, and write monthly member newsletters including member profiles and testimonials;
- Act as a KFS spokesperson at events;
- Develop creative ways to engage patrons at KFS at screenings, festivals and events with the goal of capturing patron experiences and stories for the KFS communication channels;

- Support the Executive Director with gathering data, photos and testimonials and drafting content that communicates volunteer, member and donor impact;
- Maintain up-to-date records and reporting to ensure organizational knowledge retention.

### **Key Requirements**

- 2+ years' experience in communications and/ or marketing;
- Excellent communication skills, both written and oral;
- Demonstrated capability in project management and media and/or client relations;
- Proficiency in G-Suite and MS Word, Excel, PowerPoint
- Proficiency in Canva, MailChimp and Wordpress or similar programs;
- Ability to work independently and to respond efficiently to changing work flow needs;
- Ability to work in a fast-paced environment; pitching ideas and working with the team to identify unique aspects of KFS events an asset;
- Ability to collaborate with colleagues in a team environment, and to be able to demonstrate and build enthusiasm with staff, volunteers, partners, and supporters;
- Ability to work to tight timelines and in a time-pressured schedule;
- Adaptable to a flexible work schedule including some evenings and weekends for events.

Not all tasks/ responsibilities will be expected from the Publicity Coordinator right at the start. The goal is to build on the skills that the successful candidate already has and to develop the skills they have not yet had the opportunity to build. The Festival & Event Producer will work in tandem with the incumbent to introduce them to the various tasks and responsibilities, by teaching them what is expected, then demonstrating the proper execution, then allowing the Publicity Coordinator to try with supervision, to finally allowing them to continue without direct supervision, but with ongoing check ins and assessments.



This position is funded through the Canada Summer Jobs program and is contingent upon grant approval.

### **Qualifications**

- Canadian citizen, permanent resident or granted refugee status.
- Between the ages of 15 and 30 (inclusive) at the start of employment.
- At least some post-secondary education in a related field (communications, marketing, journalism, etc.) required.
  - Significant experience may be presented in lieu of formalized post-secondary education
- Must be available to work some evenings and weekends for events and festivals.

Hours: 31 hrs/week,

Rate: \$19/hr

Preference will be given to candidates' self-identifying in any of the groups below. Please indicate in your job application whether you identify as any of the following:

- Indigenous
- Visible minorities/racialized
- 2SLGBTQI+

Interested candidates are asked to send a cover letter and resume to [careers@thekfs.ca](mailto:careers@thekfs.ca) with "**Publicity Coordinator**" in the subject line by **May 1, 2026**. Only those shortlisted for an interview will be contacted.