



**Communications and Publicity Assistant  
1-Year Contract Position**

**JOB DESCRIPTION:**

The person for this job will have organizational skills, and be a clear written and oral communicator who appreciates the special challenges involved working with volunteers. This means having a compassionate nature but able to precisely explain deadlines and the needs surrounding any particular project. This individual's tasks will include archiving our photo library, and creating a website of photos accessible to the organization's members, establishing a film archive, helping to work on new publicity projects in animation for example, and will assume responsibility for our Twitter account to build a diverse audience.

**Duties/Responsibilities:**

- Create and design promotional material including posters, brochures, advertisements and other types of print and online media.
- Write and distribute promotional materials and articles.
- Coordinate promotions and sessional updates on various social media sites (i.e. Facebook, YouTube, etc.)
- Represent the Foundation, when required, at internal and external events, including planning, acquiring sponsorship, set-up, volunteer recruitment and management and tear-down/clean-up.
- Interact with key stakeholders to research and recommend the Foundation's presence or representation at internal events (e.g. faculty specific events, information sessions, special events) and external events (e.g. alumni events, employer career fairs).
- Brainstorm, create and implement evaluation mechanisms to determine the effectiveness of marketing and communication materials.
- Organizing and maintaining AOL's media archive
- Organizing and maintaining AOL's photography archive
- Producing media reports as needed.

**Qualifications**

The successful candidate will be self-motivated, detail-oriented, energetic, and highly organized. The candidate should have an interest in media and communications, and must be a skilled writer. Strong web research skills, a familiarity with major media outlets, and proficiency with Microsoft Office are mandatory. Adobe Photoshop and HTML skills are preferred but not required.

**Expected Hours of Work: 8 hours per day, 6 days a week**

**The Art of Living Foundation is a global service organization that has made an extraordinary impact on local communities around the world. Made up almost entirely of volunteers, the Foundation has provided trauma relief and peace initiatives to thousands of people in places of raging conflict, areas devastated by war and natural disaster, inner cities and prisons.**

**All interns and staff will be provided with room, board and opportunities to participate in complimentary Art of Living programs. We would be pleased to have students use the Service Program for college credit.**

**A nominal monthly stipend will be provided to cover personal expenses after probationary period.**