



**Temporary Elections BC Opportunity**  
TEMP 2008:01

**Communications Assistant**

Full time from March 1, 2008 to September 30, 2009  
Compensation rate: **\$ 19.20** per hour  
(As per Elections BC Tariff of Fees)  
Location: Victoria, BC

Regular work day: 8:30 a.m. to 4:30 p.m. Some occasional evening, weekend, or holiday work may be required on time-sensitive information releases.

**A temporary opportunity exists for a creative, detail-oriented individual to actively design, create, update, and maintain Elections BC forms, manuals, guides, and internal and external websites.**

The ideal applicant will have formal training and experience in desktop publishing; page layout and graphic design; and web design and have experience writing, proofreading and editing documents.

Prior to applying, applicants must review the job description for a full list of duties and qualifications, and the reference check consent form. All documents are posted on the Elections BC website at [www.elections.bc.ca](http://www.elections.bc.ca) under Employment. Your application must include:

- a resume,
- a sample of your recent communications work with a short description of how it relates to the job duties, and
- a completed reference check consent form.

Examples of a recent, relevant work sample may include a report, publication, advertisement, website, or other related communications material and should demonstrate creativity, page layout, graphic capability and writing skills. Please do not submit original work samples as they will not be returned.

Applications must be received by Elections BC by **midnight on February 14, 2008**. Please indicate on your cover letter and/or email subject line the job title and competition number (**TEMP2008:01**) Applications may be submitted by mail, email or fax.

Competition Number: TEMP2008:01  
Closing Date: Midnight, February 14, 2008  
Closing Location: Elections BC  
333 Quebec Street  
PO Box 9275 Stn Prov Gov  
Victoria, BC V8W 9J6  
Fax: (250) 387-3578  
Email: [electionsbc@elections.bc.ca](mailto:electionsbc@elections.bc.ca)

For more information: [Nancy Southcott](#), Recruitment Coordinator, at (250) 387-2459