



Books BC Community Engagement Internship

During a 20 week internship from January 13th to May 23rd of 2025, the Books BC Community Engagement intern will work on community engagement projects that develop awareness and appreciation of BC books for various audiences, and support our strategic goal of being a community “hub” for publishers, and book-related stakeholders. The focus of the internship will be driving engagement through our established Books BC communications channels such as our newsletter and three social media channels, as well as considering new ways of sharing publisher news, such as through a new publisher blog on our overhauled website.

RESPONSIBILITIES

Community Engagement via our communications channels

- Support the streamlining and delivery of our monthly Books BC newsletter to ensure our industry updates are presented in according to best practices and with audience engagement in mind
- Support increased audience engagement with our newsletter by including surveys, polls and other engagement tools to encourage responsiveness by both internal and external audiences
- Provide 4 hours of weekly social media support for our three Books BC channels driving engagement by liking, commenting on, and reposting BC publisher content,
- Continue our member highlight campaign, by sharing BC publishers’ most recent titles as well as any other significant news including awards, media coverage and job posts via our newsletter and social media
- Ensure the “news” section of our Books BC website remains up to date and that member comments are responded to in a timely manner on our members-only section

Community Outreach

- Encourage increased public engagement our annual BC Book Day through social media and other forms of outreach
- Support any special regional title promotion via both national (ie Indigo) and local booksellers
- Support the soliciting, editing and publishing of blog content for the blog section of our overhauled Books BC website



Additional Administrative & Project Support

- Support the tracking of membership numbers and assist with membership engagement campaigns
- Support the vetting and maintenance of our Read Local BC events calendar and BC Publishing grants calendars; provide additional RLBC blog support as needed
- Support ongoing website overhaul initiatives

QUALIFICATIONS

- A demonstrated interest in reading and publishing, and some familiarity with the BC book publishing industry
- Exceptional written and verbal communication skills, including a superior command of spelling, grammar, and punctuation
- Strong time management and organizational skills
- Self-motivated, enthusiastic, and able to work both independently and as part of a team
- Resourcefulness and creative problem-solving abilities
- Some proficiency with social media platforms (Twitter, Facebook, Instagram), as well as WordPress, Mailchimp, and Canva (training will also be provided)
- Comfortable working with Microsoft Office
- Graphic design experience an asset

COMPENSATION & BENEFITS

- The internship will be compensated at \$23/hour for 24 hours/week paid out bi-monthly. The total value of the internship is \$11,040.
- The Books BC supervisor will work to ensure that the internship experience is rewarding for the practicum student by providing regular check-ins, feedback on work performed and ensuring regular opportunities for skill development
- Books BC will provide access to office space if needed and any equipment/software as required to carry out the duties described above



APPLY

Please send your resume and a brief email outlining your interest in the position to careers@booksbc.ca by January 3rd, 2025.

*Please note this position is only open to Canadian citizens and those who have not previously benefited from a Canada Book Fund supported internship.

About Books BC

Established in 1978, the Association of Book Publishers of British Columbia (Books BC) is a trade association that works to support the long-term health and success of the Canadian-owned book industry in BC through advocacy, marketing, professional development, and business development initiatives. Our marketing and community engagement work seeks to share the stories of our region and to celebrate the publishers, authors, and booksellers that make up our local publishing ecosystem.

Books BC is an equal-opportunity employer and values diversity in the workplace. We particularly encourage applicants who identify as being from diverse communities, including those who identify as Black, Indigenous, and people of colour; people with disabilities; people identifying as LGBTQ2S+, and people facing economic barriers.

Through our code of conduct, we are committed to providing a workplace free of harassment and discrimination.

We acknowledge that our operations are carried out on the traditional, ancestral and unceded land of the xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We would like to acknowledge Canada Book Fund Support for Organizations which has made this internship possible.