



**CALL FOR APPLICATIONS: PUBLICITY & MARKETING ASSISTANT**  
**QWF PRIZE FOR YOUNG WRITERS**  
Temporary, part-time contract position

The Quebec Writers' Federation is seeking a part-time temporary publicity and marketing assistant to help spread the word to literary publications and young writers, aged 16 to 24, about the 2019 QWF Prize for Young Writers. This person will be responsible carrying out a publicity campaign to reach young writers, to be developed in conjunction with the QWF communications coordinator.

**Job Responsibilities:**

Working with and under the supervision of the QWF communications coordinator,

- through independent research, update provided email lists of print and online Canadian literary journals, general interest magazines that publish some literary work, Quebec university, CEGEP and secondary school literary magazines, and media.
- develop new visual branding for the prize
- publicize through social media and press release to media, including community newspapers throughout the province
- keep the competition visible to youth 16 to 24 years of age on social media throughout the active period (March 20 to June 15)
- ensure that all copy is proofread and vetted before it is released.

The work does not need to be done in the QWF office, although occasional meetings in the office may be required (qualified people from outside the Montreal region are invited to apply).

**Required Skills**

Excellent command of written English

Excellent command of various social media platforms that reach youth (Twitter, Facebook, Instagram, etc.)

Proven ability to work autonomously

Design skills are a definite asset

**Specs & Timeline**

Number of hours: 60

Hourly rate: \$12 (Total contract = \$720)

Deadline for applications: February 8, 2019

Interviews to take place in the second half of February, 2019

Start date: March 4, 2019

**How to Apply**

Please send a one-page (maximum) letter of interest indicating why you are right for the job and 2 to 3 ideas on how to reach and engage youth via social media, along with your c.v. to [rachel@qwf.org](mailto:rachel@qwf.org).

QWF actively seeks to maximize diversity in its staff, part-time employees, membership and board of directors. We welcome applications from all qualified individuals, and encourage Indigenous persons, persons of colour, LGBTQ+ and gender-nonconforming persons, persons with disabilities, women, and members of any other marginalized group to self-identify if they are comfortable doing so.