



September 19, 2011

CALL FOR CONTRACTOR- Repost
DISTRIBUTION COORDINATOR
RENFREW-COLLINGWOOD COMMUNITY NEWS

CONTRACT OVERVIEW

Renfrew-Collingwood Community (RCC) News is hiring a Contractor to manage the Distribution Coordination and join its current team of editorial, layout, sales and collections contractors.

RCC News is a community newspaper that is operated as part of Collingwood Neighbourhood House (CNH). The newspaper focuses on local issues, news and events within the Renfrew-Collingwood neighbourhood. It is a monthly publication that is distributed throughout Renfrew-Collingwood at businesses, schools, community centres, libraries and churches.

RESPONSIBILITIES

Responsibilities of the Distribution Contractor include:

- Setting and meeting deadlines for the distribution of the RCC News
- Attending regular meetings with the RCC News team

QUALIFICATIONS

- Experience in distribution of a newspaper or publication
- Valid Class 5 Drivers License
- Owns a reliable vehicle for distribution of newspaper
- Strong verbal and written English language skills
- Second language is an asset
- Excellent record keeping and organizational skills
- Experience working in a multicultural community
- Commitment to diversity and respect for all cultures
- Knowledge of the Renfrew-Collingwood community
- Ability to work independently and as part of a team

CONTRACT DETAILS

This is a contract position and will be paid \$22.94 per hour for 8 hours per month.

APPLICATION PROCESS

Please send or email cover letter and resume to **Jennifer Gray-Grant, Executive Director** by **Friday, September 30, 2011** at 5288 Joyce Street, Vancouver, BC V5R 6C9

Email: jgray-grant@cnh.bc.ca Fax at 604-451-1191

All factors being equal, first priority will be given to internal and local applicants.