



Position Overview

Afros In Tha City Inc. is looking for a casual part-time communications assistant/office manager.

Afros In Tha City is a media collective dedicated to amplifying Black voices in Mohkínstsis/**Calgary**. Afros In Tha City has partnered with the Superblend Cannabis Collective to provide a studio for visual artists to create and showcase their work, musicians to practice, and journalists to work. The Planet Superblend/Afros In Tha City space is located in Ramsay, Calgary, AB.

Office Management Responsibilities

- Welcome and introduce guests to Planet Superblend/ AITC Headquarters
- Coordinate visual artist/musician showcases
- Promote the Planet Superblend/AITC on social media
- Manage payments and shipments for AITC e-store
- Assist with AITC merchandise printing
- Maintain cleanliness and organization

Communication Responsibilities

- Promote Planet Superblend/AITC on our social media channels
- Assist in coordinating online events
- Take photos and create simple graphics for Afros In Tha City social media channels

Qualifications/Requirements

- Strong interpersonal skills
- Knowledge or willingness to engage and contribute to Calgary's local arts and entertainment culture
- Demonstrate experience in working and collaborating with BIPOC and LGBTQ+ individuals
- Demonstrate experience in community building, arts administration, communications, and/or sociology
- At least 1 year of office management experience or relevant experience

Application Deadline

- Monday, April 5th 2021
- To apply please send a letter of interest and a one page C.V to hello@afrosinthacity.com
- To read the latest from our media collective, visit: <https://www.afrosinthacity.com/>