



Marketing Coordinator- Lower Mainland and Sechelt Job code 2017-013

Position: Community Sector
Union: HSA – Community
Salary: Grid 10- \$21.53
Location: Vancouver and/or Sechelt/Gibsons

Job Summary

Reporting to the Program Director, the Marketing Coordinator-Interior Region is responsible for the coordination of the organization's public relations and marketing activities for the Interior Region of BC.

The Marketing Coordinator will be required to assist with the organization of events and other public relations initiatives.

Duties

1. Implements marketing and advertising campaigns to increase customer referrals and/or public awareness for/on ODG programs and services. Marketing campaigns include analyzing operational needs, preparing marketing and advertising strategies, plans, and objectives; planning and organizing promotional materials; planning and organizing promotional presentations; updating calendars.
2. Plans and actively participates in meetings and events by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists; and act as spokesperson at meetings and events.
3. Develop and implement external communication strategies/activities to increase customer and community knowledge and awareness of ODG programs and services.
4. Social media content writing, editing and publishing.
5. Media relationship development.
6. Conduct market research.
7. Assist other company marketing tasks and events.
8. Maintain inventory of marketing collateral, including business cards, letterheads and brochures, ordering additional supplies as requested.
9. Participate in training and professional development activities as required.

10. Perform other related duties as assigned.

Education, Training, and Experience

- Marketing or Communications diploma from BCIT or other recognized university and/or college
- Minimum two years relevant marketing /communications /PR work experience.
- Proficient in content marketing theory and application.
- Proficient in MS applications including Excel, Publisher, and PowerPoint
- Experience with Photoshop, Illustrator, Google Analytics, Content Management Programs and email and Marketing Software (i.e. Constant Contact)
- Experience with InDesign, Illustrator, web content management systems such as WordPress required
- Experience in tight deadlines and managing projects.

Skills and Abilities

- Extremely confident in public speaking and self-motivated.
- Team oriented with positive attitude.
- Excellent verbal and written skills.
- Ability to build strong relationships with outside partners and possess strong negotiating skills.
- Exhibits the ability to jump from the creative side of marketing to analytical side, able to demonstrate why their ideas are analytically sound.
- Successful with outlining, managing and performing multi-tasking environment.
- Ability to prepare effective and compelling marketing material
- Ability to work in a flexible environment and to work independently
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Hours of Work: 36 hours per week
Date Posted: May 25th, 2017
Competition Closing Date: Open until Filled
Starting Date: To Be Confirmed

Email applications must include “2017-013 Marketing Coordinator- Lower Mainland and/or Sechelt/Gibsons” in the subject line and submit Resume to: humanresources@opendoorgroup.org

**Thank you for your interest in joining the Open Door Group team.
Only short-listed candidates will be contacted.**