

**We're Hiring!**



## **MARKETING ASSISTANT (Canada Summer Job)**

**Job Status:** *Temporary, Full-time*

**Hours of Work:** *35 hours per week*

**Program:** *Employment Services/WorkBC*

**Position:** *3 positions*

**Constituency:** *Surrey Newton / Surrey Centre*

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position is responsible for developing and executing Marketing activities and communication plans for the Employment Services and WorkBC programs. The Marketing Assistant will be responsible for developing and implementing internal and external communication tools to increase awareness of initiatives within the program.

**\*\*The latest job end date for Canada Summer Job, 2023 is September 2, 2023.**

### **ACCOUNTABILITIES**

- Learn and assist with organizing and performing activities for community outreach for new immigrants, youth, aboriginal and people with disability
- Assist in calling and screening potential clients from marketing events
- Make reminder calls to clients from priority groups for their appointments
- Learn front desk protocols and direct clients to appropriate staff
- Learn about employment support services and delivery method
- Distribute information on employment services at outreach locations such as malls, libraries, recreation centers, and summer community and cultural events
- Coordinate job search workshops during summer at local libraries and outreach locations
- Assist Marketing Coordinator in implementing the marketing plan to increase new clients
- Deliver marketing material to community centers and community service providers
- Assist in writing and communicating success stories
- Assist in researching resources and gathering labour market information
- Tracks all marketing and community engagement activities and assists in compiling information for quarterly marketing report with input from other team members involved
- Learn and assist in completing monthly inventories for marketing material
- Learn how to develop surveys and assist in collating marketing information
- Participate and learn various (on site or social media) activities to connect with community especially youth, visible minorities, indigenous people, and people with disabilities
- Participates in organizing, generating and planning hiring fairs, festivals and other events with employers to build opportunities for networking, program awareness and/or job placements.
- Learn how to develop and execute a marketing plan (traditional and digital)
- Help with flyer (digital or print) development, distribution, and set up for summer hiring fairs.

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## QUALIFICATIONS

### Education, Training, and Experience:

- Degree/Diploma in Marketing, Communications or a related field.
- Experience with online social media platforms.
- Previous marketing experience preferred.
- Experience with Adobe Suite (Photoshop, Illustrator) preferred.

### Skills and Abilities:

- Demonstrated flexibility and the willingness to adapt to changing situations.
- Demonstrated interpersonal and effective communication skills
- Ability to prioritize and deliver multiple tasks, projects and assignments effectively.
- Commitment to a problem-solving approach.
- Ability to identify sensitive issues and maintain confidentiality.
- Good organization and time-management skills.
- Ability to work individually and as a part of the team.

## ELIGIBILITY REQUIREMENTS

This position is supported by the Canada Summer Jobs (2023) program. This position is contingent on Federal Government Grant funding.

- Candidates must be aged 15-30 years at the beginning of employment.
- Must be either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

## SPECIAL REQUIREMENTS

- Satisfactory Criminal Reference Check / Vulnerable Sector search as per the agency policy.
- Personnel must sign a Confidentiality Agreement and Code of Ethics.

**PLEASE APPLY TO:** Brenda Carmona, Marketing Coordinator  
Options Community Services Society  
Email: [brenda.carmona@options.bc.ca](mailto:brenda.carmona@options.bc.ca)

**Please include a cover letter clearly indicating the posting title and outlining your qualifications and related experience for the position]**