



**JOB AD**  
**MARKETING COORDINATOR**  
**CANADA SUMMER JOB – 2024**

***Options Community Services Society (OCS) is a not-for-profit social services organization providing social services south of the Fraser River from early years to seniors. Our programs and services are only possible through the power of collaborative partnerships with individuals, businesses, community groups, and government who share in our vision to support a healthy, caring community where everyone thrives.***

Options Community Services is seeking a highly motivated and detail-oriented individual to join our team as a Marketing Coordinator for the Canada Summer Jobs 2024 program. This is a temporary full-time position dependent on funding.

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

**Responsibilities include but are not limited to:**

- Learning and assisting with organizing and performing activities for community outreach for new immigrants, youth, aboriginal and people with disability.
- Assisting in calling and screening potential clients from marketing events.
- Making reminder calls to clients from priority groups for their appointments.
- Learning front desk protocols and directing clients to appropriate staff.
- Distributing information on employment services at outreach locations such as malls, libraries, recreation centers, and summer community and cultural events.
- Coordinating job search workshops during summer at local libraries and outreach locations.
- Assisting in implementing the marketing plan to increase new clients
- Developing surveys and assisting in collating marketing information.

The ideal candidate will have a passion for community outreach and be adept at organizing and performing activities for diverse groups, including new immigrants, youth, Aboriginal individuals, and people with disabilities. The ideal candidate should have a degree in Marketing or a related field, be tech-savvy, participating in various on-site or social media activities to connect with the community. A willingness to participate in organizing hiring fairs, festivals, and events with employers is crucial for building networking opportunities, program awareness, and job placements.

The successful candidate will be a motivated, detail-oriented, and adaptable, ready to make a positive impact on our programs and the community we serve.



This role will require the incumbent to undergo a Police Information Check (PIC), and a Vulnerable Sector Check by the Ministry of Justice. This position will be paid at an hourly rate of \$18.15.

**Eligibility Requirement:**

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- 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.

**Application Process –**

To apply for this exciting opportunity, please submit your resume and a cover letter outlining your relevant experience and expressing your interest in the position. Please send your applications to [brenda.carmona@options.bc.ca](mailto:brenda.carmona@options.bc.ca)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Options Community Services is an equal opportunity employer and is committed to promoting diversity and inclusion within our workplace. We encourage applications from all qualified individuals.