



1100 Chestnut Street Vancouver British Columbia V6J 3J9

JOB OPPORTUNITY

Position: Marketing & Event Assistant
Department: Marketing
Reports To: Marketing Coordinator
Rate of Pay: Full Time: \$14.60/hr + 8% in lieu of vacation & statutory holiday pay
Period of Employment: June 7 – August 20, 2021
Posting Date: Thursday, April 8, 2021
Closing Date: Monday, April 19, 2021

Positions pending funding from Young Canada Works / Canada Summer Jobs

Nature of Position

The H.R. MacMillan Space Centre in Vancouver, BC is seeking a highly energetic student with initiative and drive as well as keen interest in marketing, social media, event management and fundraising.

Major Duties and Responsibilities

The candidate will work with Space Centre staff to promote the organization and contribute to marketing, social media, local and tourism marketing initiatives. Duties include:

- Content creation for social media channels
- Event planning and coordination; attend events to capture marketing assets (photos, quotes, testimonials, etc.)
- Marketing & communication: recommend strategies and implementation tactics for integrating the Dedicate-a-Star fundraising initiative into marketing messages (written & verbal) and general organization communications
- Administrative coordination of event requirements including people, resources and collateral/support materials
- Reporting & evaluation

Qualifications

- Completed at least one year of university or college
- Excellent written and verbal communication skills
- Excellent professional, organizational and communication skills, with a passion for customer service
- Ability to take initiative, share ideas and work well independently, as well as part of a team

- Flexible and adaptable: ability to work effectively in different situations and with different people
- Strong social media skills (Facebook, Instagram, Twitter)
- Strong computer skills (Microsoft Word, Excel & PowerPoint)

This is a grant-funded student employment position.

Applications from students facing barriers to the labour market, including those with disabilities, are Indigenous or from visible minorities are welcome.

Candidates must be:

- Registered as a full-time student with the intent of returning in the fall
- Between the ages of 16-30
- Be a Canadian citizen or permanent resident
- Legally entitled to work in Canada

Please apply with a resume and cover letter, no later than **5:00 pm Monday, April 19, 2021:**

By email: careers@spacecentre.ca

By mail: H.R. MacMillan Space Centre
1100 Chestnut Street
Vancouver, BC V6J 3J9

Only those applicants selected for an interview will be contacted.