Internal / External Posting

Communications & Marketing Assistant
Mount Pleasant Neighbourhood House
Posted: October 23, 2019 | Closes: October 31, 2019 (5 p.m.)

Job Purpose

The Communications & Marketing assistant supports key aspects of the House’s communications and marketing activities, key events and special projects and supports the Executive Director in promoting Mount Pleasant Neighbourhood House. The main areas are:

1. Provides promotional support for special events, including fundraising events, celebrations and other.
2. Carries out communications and marketing activities, such as creating graphics, program guide updates, proofing posters, website content, social media campaigns, and other related activities.
3. Curates and creates content for two monthly e-newsletters.
4. Conducts outreach to promote and create awareness of programs and special events.
5. Assists the Executive Director by identifying community partners to follow on social media, including leads for Prosperity Committee volunteers and potential funders.
6. Provides assistance to individual programs for specific promotional purposes, through website forms and calendar, e-newsletters, social media, content calendar, and program guides.
7. Liaises with contractors and volunteers as required (e.g., special promotional materials).

Qualifications:

- Experience in organizational communication and marketing activities.
- Proven ability to implement web-based and social media communications and marketing activities.
- Ability to work with minimal supervision and able to apply broad project goals to create a specific work plan.
- Experience with Microsoft Publisher, Word, and Excel.
- Excellent organizational and administrative skills, ability to multi task and meet deadlines.
- Excellent written English skills and editing skills—must be able to create and edit copy.
- Experience with Word Press (Divi theme preferred) and Mail Chimp.
- Demonstrated experience with Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Demonstrated experience creating professional graphics.
- Demonstrated experience with photography.
- Demonstrated experience with interviewing, and producing stories for short videos to share on social media.
- Demonstrated initiative and creativity.
- Previous work or volunteer experience in an outreach role, preferably in a neighbourhood house, social services or government.
• Ability to make external contacts and promote the organization’s mission, mandate and goals to an external audience.
• Experience working in solidarity with Indigenous, LGBTQ2S+ and immigrant communities considered an asset.
• Experience with analytics, including Google Analytics and social media platforms considered an asset.
• Experience with SEO/SEM and Google Adwords considered an asset.
• Occasional weekend or evening work required.
• A clear criminal record check.

Terms: Part-time contract. 14 hours/week, from November to February; with some opportunity for occasional additional hours as needed.

Salary: $19.87-23.50/hour (Band 7 of ANHBC’s salary grid).

Please submit cover letter, resume and 3 references to HR@mpnh.org with Communications & Marketing Assistant in the subject line no later than 5 p.m. on Thursday, October 31. No phone calls please.

Interviews will be scheduled the week of November 4-7, 2019. Start date is November 12, 2019.

Mount Pleasant Neighbourhood House is a member of the Association of Neighbourhood Houses of BC (ANHBC), which is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

For more information about Mount Pleasant Neighbourhood House visit www.mpnh.org and ANHBC visit www.anhbc.org

We thank and acknowledge all applicants and will only be contacting those selected for interviews.

ANHBC Member Houses:
Alexandra Neighbourhood House, Cedar Cottage Neighbourhood House, Frog Hollow Neighbourhood House, Gordon Neighbourhood House, Kitsilano Neighbourhood House, Mount Pleasant Neighbourhood House, South Vancouver Neighbourhood House and Sasamat Outdoor Centre