



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

## Communications and Marketing Coordinator Internal/External Job Posting

Posting period: July 20 – August 3, 2021

South Vancouver Neighborhood House (SVNH) is seeking a part-time (21 hours/week) Communications and Marketing Coordinator to support SVNH's management team with the development and implementation of branding and messaging strategies for SVNH, which will broaden SVNH's visibility, impact, and overall reach. This position works collaboratively with all areas of the organization to provide communications and marketing support and ensure consistency in the organization's messaging to diverse audiences, including internal staff and volunteers, participants and families, donors, supporters, and more. The Communications and Marketing Coordinator is responsible for supporting SVNH management with communications planning, graphic design, print production, social media and website maintenance, and promotional work for events.

### Duties and Responsibilities:

- Assist SVNH management team in developing and implementing communications strategies designed to further organizational objectives
- Stay up-to-date on industry trends and make recommendations for adjustments to communications strategies and practices
- Oversee scheduling and content creation of e-newsletters each month/quarter for members, donors, board, staff and volunteers
- Develop and post regular content for social media platforms
- Work with SVNH management team to develop story-telling content that represents all major aspects of the organization's mission and vision
- Oversee the publishing of the seasonal Program Guide
- Assist the administrative team with efforts for donor cultivation, direct mail pieces, and content for special events or grant proposals
- Perform regular website content updates and maintenance
- Help SVNH departments to navigate, maintain, and develop content for various online platforms, including SVNH's website, Facebook, Twitter, Instagram, etc.
- Track, measure, and produce reports on the success of digital communications tools via analytics
- Maintain ongoing knowledge and mastery of all branding and messaging guidelines
- Collaborate across departments to ensure that all events, initiatives, campaigns, and associated collateral meet necessary brand and messaging standards for consistency, accuracy, and quality
- Organize and disseminate digital assets (photos, videos, etc.) to various departments as needed
- Help to oversee merchandise orders as needed
- Co-chair SVNH Communications Committee to support internal and external communications priorities

### Skills and Qualifications:

- Post-secondary education (degree or diploma) in Communications, Marketing or related field
- 2 years of work experience in a communications role or agency environment

---

**Building Better Neighbourhoods Together Since 1977**





# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

- Exceptional knowledge of social media and website analytics
- Experience with a variety of digital marketing tools (Mailchimp, Constant Contact, Google Analytics, Facebook Business Manager, etc.)
- Fluency in English is required; fluency in another language commonly spoken in South Vancouver (Mandarin, Cantonese, Vietnamese, Tagalog, Punjabi) is highly preferred
- Strong writing skills, and ability to produce narrative and statistical reports
- Advanced computer skills: Microsoft Word, Excel, Internet; Canva and Adobe In-Design skills are an asset
- Experience leading and managing projects
- Ability to create and manage budgets
- Ability to work independently and as a team member
- Familiarity with the Neighbourhood House movement and placemaking
- Understanding of South Vancouver communities and resources
- Proven expertise in a multicultural setting; experience working with diverse and vulnerable populations
- Knowledge and experience with anti-oppression frameworks and strength-based approaches an asset

## **Employment Terms:**

This is a regular part-time position (21 hours/week) based at 6470 Victoria Drive. Flexible hours with ability to work from home when needed.

**Compensation:** \$23.94 to \$26.75 per hour, plus benefits

## **To Apply:**

The Association of Neighbourhood Houses of BC 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 reflect our commitment to our staff and their families.

All qualified individuals are encouraged to apply, with subject line “Communications and Marketing Coordinator” by 11:59pm on Monday, August 3<sup>rd</sup>. Please send your cover letter and resume in confidence to:

Email: [communications@southvan.org](mailto:communications@southvan.org)

Paul Riley, Director of Operations

6470 Victoria Drive

Vancouver, BC, V5P 3X7

To help us track our recruitment effort, please indicate in your cover letter where you found this posting.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

Please note that a criminal record check must be successfully cleared.

*South Vancouver Neighbourhood House is located on the unceded, occupied, ancestral and traditional homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.*

---

## Building Better Neighbourhoods Together Since 1977

