



EMPLOYMENT OPPORTUNITY

Part-time

Marketing and Communications Supervisor

One year term

(with possibility of extension depending on funding)

Summary of Job Description

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides a wide range of programs and services at various locations in response to identified community needs. The Marketing and Communications Supervisor is a key position that requires a positive, enthusiastic individual who will provide overall leadership in the area of marketing and communications throughout the organization and ensure that BNH maintains a positive image within the community.

Duties & Responsibilities:

- Oversee the development and execution of an annual marketing and communications plan.
- Oversees the workflow of marketing, public relations by facilitating inter-program and Neighbourhood House communications and managing external communications.
- Works with staff team on marketing and external communications of the Neighbourhood House programs and events; utilizing social media and other traditional methods.
- Oversees and develops standards for maintaining consistent branding and business identity
- Initiate and guide a communications committee comprised of volunteers to support the PR and communications work.
- Provide staff with communication training that focuses around social media
- Monitor the effectiveness of marketing communications and campaigns to ensure they meet the organization's objectives.
- Oversee internal communications with staff, volunteers and membership
- Oversees all social media sites: website; Facebook; twitter; Instagram
- Oversees and produces print collateral for programs, events and organization.
- Represents BNH at community events and fairs
- Other duties as required

Qualifications:

- Degree or diploma in, public relations, marketing or business administration or equivalent work/education experience.
- Strong administration skills: personnel management and financial accountability
- Experience working in teams with staff, volunteers and local community committees
- Experience with various forms of communications and public relations including social media.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent interpersonal, organizational and communication skills – written and verbal.
- Ability to handle multiple tasks and prioritize own work.
- Excellent computer skills and knowledge.
- First Aid certification
- Familiarity with WordPress
- Graphic design; video creation and editing an asset
- Second language an asset.
- Ability to work flexible hours. Must be available for evening and weekend work
- Must have a driver's license and access to a vehicle.

Hours of Work: 20 Hours per week – Flexible – some weekends and evening work

Position starts: January 8th, 2018

Rate of Pay: Starting rate \$19.20 per hour with benefits after 3 months.

Accountability: The Marketing and Communications Supervisor reports directly to the North House Program Director.

Please reply with a resume & cover letter to:
(quoting the position you are applying for)

Burnaby Neighbourhood House – 4460 Beresford St. Burnaby
Email: simoneg@burnabynh.ca

Closing Date: December 15th 2017