

Marketing Co-ordinator

- Shan E Khalsa Gurmat Society
- Wage: \$15.20 per hour
- Part Time: 20 hours/week
- Temporary (12 weeks)

Shan E Khalsa not for profit agency located in Abbotsford. We are looking for a mature, energetic and knowledgeable individual to fill the Marketing Co-ordinator position for our programs that run from Jun 28, 2021- Sep 19, 2021

Responsibilities:

- Responsible for projects such as launch of website and social media accounts
- Plan marketing strategy and execution
- Design marketing materials
- Increase website traffic
- Online video marketing of existing video content
- Distribute video content through Social Media
- Communicating with Supervisor and fellow staff on a regular basis
- Providing individual support to youth
- Other duties

Requirements and Qualifications:

- Youth between 15-30 years old
- Must be a Canadian citizen, permanent resident, Convention refugee or Protected person (International students are ineligible to apply)
- Have a valid Social Insurance Number (SIN) and legally entitled to work in Canada
- Must be able to complete the full 12-week period

Knowledge and Skill Set

- Experience with online platforms, all mainstream social media platforms, including YouTube and FB video strategies, social media management, and content creation
- Well developed written, verbal, and active listening skills; able to communicate effectively and respectfully with people from a variety of backgrounds
- Able to work as a part of a team that includes staff and volunteers
- A positive attitude with creative and dynamic leadership skills
- Well developed time management and organizational skills
- Visual person with an eye for design
- Strong computer skills
- Ability to speak another language is an asset (Punjabi)

How to apply:

Please email resume and cover letter in one document to:

Email: academy@shanekhalsa.com

Please quote Marketing Co-ordinator in the subject line of email.