**Summer Students Opportunities Grant – Marketing, Development & Branding Assistant - Job Description**

**Job Title:**  Marketing, Development & Branding Assistant (Summer Student Position)

**Job Site:** Ann Davis Transition Society, administration office, Chilliwack, and some remote work

**Reports to:** Executive Director

**Wage:** $17.00 per hour

**Hours:** 5 days per week, 35 hours per week for 8 weeks

**Job Posting Closing Date**: Open until filled

**To Apply:** Email cover letter/CV and resume with 2 references: Marketing, Development & Branding Assistant Position in subject line to [HR@anndavis.org](mailto:HR@anndavis.org).

**Position Summary:**

The Marketing, Development & Branding Assistant must possess strong writing skills, intermediate to advanced graphic design capabilities and savvy technical/social media abilities to assist in developing annual marketing plans and strategies while maintaining existing branding and channels.  This will include designing marketing material and events to aid in relationship development. Adept knowledge of marketing theory and practice coupled with effective project management, organization, multi-tasking, time management and strong interpersonal skills is essential to the position.  The Marketing, Development & Branding Assistant works closely with and reports to the Executive Director.

# Key Duties and Responsibilities:

* Contributing to the development of the annual Communications & Marketing plan and strategies.
* Writing promotional copy, creating marketing materials (including quotes/ tendering) and ensuring brand management to support all aspects of the organization, with particular focus to funding, community relations and events re-development.
* Development of manuals for main annual events.
* Assisting with the writing, editing, and designing the program and organization brochures, bi-monthly newsletter (develop a new template), annual report template, and develop the process and data for delivering monthly e-newsletters.
* (Relationship development) Liaising with media and other organizations to secure coverage and increased public awareness of our organization. Preparing briefings for interviews. Develop sustainable funding champions for existing programs.
* Assessing and updating website using an existing web content management system, including donation portal Canada Helps.
* Maintaining a vibrant social media presence via Facebook, Twitter, LinkedIn and YouTube.
* Developing community outreach opportunities, including event coordination and co- presentations.
* Maintaining databases and undertaking any other administrative duties.

# Qualifications:

* Working towards a Degree or diploma in Marketing, Communication, Business Administration or Journalism.
* Demonstrated marketing experience with communications, graphic design, and event coordination.
* Familiar with all phases of production of material for print and electronic media.
* Experience with donor databases is an asset
* Previous experience with a non-profit is an asset
* Proficient in Microsoft Word, Excel, PowerPoint, Photoshop, Illustrator, Adobe Acrobat, Outlook, Canva
* Excellent organizational skills and ability to meet deadlines; ability to work on many projects at one time
* Valid BC Driver’s License and access to a car
* Satisfactory Criminal Record Clearance Vulnerable Sector.
* Documentation that applicant is legally entitled to work in Canada.

# Competencies:

* Excellent interpersonal skills: ability to work independently, cooperatively, and from a feminist perspective.
* Demonstrated ability to communicate effectively both verbally and in writing.
* Strong social media, marketing, and development skills.
* Excellent working within a team and developing consensus.
* Strong time management and organizational skills.
* Proficient in use of standard office administrative practices and procedures, including the use of standard office equipment.
* Able to perform technical, specialized, complex and difficult office administrative work requiring the use of independent judgement and initiative.
* Able to interpret and implement policies, procedures and computer applications related to the work assigned.
* Able to perform basic research and prepare reports and recommendations.
* Able to use initiative and independent judgement within established policy and procedural guidelines

**Working Conditions:**

* Regular hours are from 9-5, 5 days a week. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
* Worksite: Ann Davis Transition Society Administration Office.

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. **Only applicants that have been shortlisted will be contacted.** 

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Marketing, Development & Branding Assistant (Summer Student Position)*

*will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*