



Title: Marketing Assistant

Job Summary: The student will primary be responsible for assisting and supporting the **PICS S.I.Y.E.P. PROGRAM**

Work Tasks and Responsibilities:

- Develop and update marketing planning documents for the Pics Mega Job Fair
- Research possible support systems for program participants
- Research potential strategies for program participants
- Correspond with participants as needed
- Assist in preparation of a JOB Board for participants
- Update the local business list as required
- Contribute to team efforts as needed
- Perform other related duties as directed by the S.I.Y.E.P. staff

Marketing & Sales Skill & Abilities Required:

- Confidence
- Organizational Skills
- Effective Research
- Adaptability
- Good Team working skills
- Communication skills
- Ability to work under pressure
- Excellent problem solver
- Open Minded, Flexible and Adaptable to Contribute
- Can Do Attitude

Please send cover letter and resume to volunteer@pics.bc.ca

