



## SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

**Job Title:** Marketing and Outreach Coordinator  
**Location:** Surrey Head Office  
**Position:** Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019  
**Wage:** \$12.65 to 13.85 per hour; Full-time 35 hours a week  
**Conditions:** Must be able to work full-time from April 23, 2019 to September 01, 2019

**Job Summary:** To provide marketing and outreach support for various employment programs delivered by PICS Society.

### Work Tasks and Responsibilities

- Design, prepare and distribute communication and promotion materials
- Collect and analyze data to develop and administer special marketing projects for programs and prepare outcome reports
- Keep updated with new Internet/Social media marketing strategies and implement them
- Identify the target market and research options in print and electronic media
- Assist with event planning, organize workshops and develop short courses
- Identify community events during the placement and represent PICS programs in these events
- Support PICS staff in marketing efforts
- Perform other duties as assigned

### Skills and Abilities

- Software skills (MS Office Suite)
- Collaborative skills with ability to work independently. Interpersonal communication skills
- Ability to learn and adapt quickly
- Writing/editing skills

### Level of Education and Experience

Enrolled in or interested in enrolling in a business or marketing program. Experience in or interested in gaining experience in community social services / non-profit sector.

### ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)

**Please include the job title in the email subject.** We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.