



Job Title:	Digital Marketing Coordinator
Reports to:	Marketing, Communication and Fundraising Officer
Location:	PICS Head Office, Surrey
Hours:	35 hours a week
Type of employment:	Temporary (4 months)
Wage:	\$25 - \$27

PICS Society, a non-profit organization committed to empowering individuals and communities, is seeking a dynamic and versatile Digital Marketing Coordinator to join our team. The ideal candidate will possess a wide range of skills and be ready to take ownership of various tasks related to marketing, communications, and fundraising initiatives.

Key Duties and Responsibilities:

- films and edits compelling video content;
- maintains and updates the organization's website with relevant and engaging content;
- captures high-quality photos at events, programs, and initiates to support marketing and communication officer;
- develops engaging written content for various platforms including website, social media, newsletter, and press releases;
- strategizes, creates and schedules content across social media platforms;
- hosts interviews, and fundraisers with confidence and professionalism;
- designs visually appealing graphics for digital and print materials including flyers, posters, and social media posts;
- utilizes various fundraising techniques and platforms to generate financial support for the organization's programs and initiatives;
- maintains donor and supporter databases, ensures accuracy and confidentiality of information; and
- performs other related duties as required.

Educations and Experience:

- university degree in a related field such as communications, marketing, public policy and public administration, or an equivalent combination of education and considerable related experience (training and courses in public, media relations and fundraising);
- experience working in a marketing environment;
- experience with using social media platforms as communication tools for fundraising, communications, and promotions;
- proficiency in videography, video editing, website management, photography, content writing, social media management, anchoring, and graphic designing; and
- proven experience in fundraising, with knowledge of fundraising tools and methods.

Knowledge, Skills, and Abilities:

- familiarity with database management systems is preferred;

- ability to work a flexible schedule, including evenings and weekends;
- ability to multitask, prioritize tasks, and take ownership of work;
- strong communication skills, both written and verbal;
- ability to work effectively both independently and as part of a team; and
- software skills: experience with WordPress, Microsoft office suite, canva.

Other Requirements:

- valid driver's license and access to suitable vehicle is required; and
- clean criminal record check (vulnerable sector).

How to Apply: Please submit a resume and cover letter, stating salary expectations, to PICS HR Department at career@pics.bc.ca. Please use the job title as the email subject.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)