



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Marcom Administrative Assistant
Program: MARCOM & Fundraising Department
Location: Surrey Head Office
Hours: 35 hours/per week
Wage: \$22.00 - \$24.00

Job Summary: This position is to support the PICS Marketing, Communications & Fundraising department with administrative tasks, content creation, social media management, email marketing, and event coordination, ensuring smooth operations and effective communication.

Key Responsibilities:

- administrative support;
- manage calendars, schedule meetings, and coordinate event arrangements;
- handle phone calls, emails, and correspondence;
- maintain databases, spreadsheets, and other records; and
- prepare annual reports and presentations.

Content Creation & Management:

- assist with writing and editing marketing materials, including newsletters, blog posts, social media content, and website updates;
- manage social media accounts and platforms; and
- coordinate email marketing campaigns.

Event Coordination:

- assist with planning and executing marketing events, including conferences, webinars, and trade shows; and
- manage event logistics, including venue selection, vendor coordination, and attendee registration.

Other Duties:

- conduct market research and gather data;
- assist with graphic design and layout of marketing materials; and
- support the marketing team with various tasks as needed.

Skills:

- strong organizational and time management skills;
- excellent written and verbal communication skills;
- proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software;
- knowledge of social media platforms and marketing tools;
- ability to work independently and as part of a team;
- a positive attitude and a willingness to learn; and
- Experience with working in a non-profit is an asset.

Other Requirements and Attributes:

- a Class 5 driver's license and a reliable vehicle would be an asset; and
- clean Criminal Record Check (Vulnerable Sector).

How to Apply: Please submit a resume and cover letter stating salary expectation 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.)