



1100 Chestnut Street Vancouver British Columbia V6J 3J9

JOB OPPORTUNITY

Position: Summer Marketing Assistant – Full Time
Period of Employment: June 03, 2024 to August 23, 2024
Department: Marketing
Reports To: Director of Community Engagement
Rate of Pay: \$17.40 per hour, plus 8% in lieu of vacation & statutory holiday pay
Posting Date: Monday April 08, 2024
Closing Date: Tuesday, April 25, 2024

Nature of Position

The H.R. MacMillan Space Centre in Vancouver, BC is seeking a highly energetic student with initiative and drive. Reporting to the Director of Community Engagement, the Assistant will provide marketing support, primarily focused on developing and implementing social media content. Additionally, they will support other marketing initiatives to promote the H.R. MacMillan Space Centre.

Major Duties and Responsibilities

The candidate will work with Space Centre and contribute to social media, local and tourism marketing initiatives. Duties include:

- Content creation for social media channels
- Attending our events to capture marketing assets (photos, quotes, testimonials, etc.)
- Supporting the filming and planning of reels for our Instagram account
- Administrative coordination of event requirements including people, resources and collateral/support materials
- Reporting & evaluation

Qualifications

- Completed at least one year of university or college
- Excellent written and verbal communication skills
- Excellent professional, organizational and communication skills
- Ability to take initiative, share ideas and work well independently, as well as part of a team
- Flexible and adaptable: ability to work effectively in different situations and with different people
- Strong social media skills (Facebook, Instagram, Twitter)
- Strong computer skills (Microsoft Word, Excel & PowerPoint)
- Graphic Design experience an asset (familiar with Adobe Creative Suite)
- Comfortable participating in social media dialogue- especially Facebook and Twitter.

- Some experience with creating, administering, and tabulating surveys an asset
- Some experiences with Canva and Adobe Creative Suite an asset

This is a grant-funded student employment position. Candidates must be:

- registered as a full-time student with the intent of returning to school in the fall
- a Canadian citizen or permanent resident
- legally entitled to work in Canada
- Applications are welcomed from students facing barriers to the labour market, such as Indigenous Peoples, people from visible minorities, and those with disabilities.

Submit a resume and cover letter **no later than 5:00 pm Friday, April 26, 2024** by email to the Director of Human Resources and Operations: careers@spacecentre.ca
Only those selected for an interview will be contacted.