

JOB POSTING

Communications and Marketing Coordinator

Applications are being accepted by the Pacific Parklands Foundation for summer student work experience. The position is funded by the Summer Career Placement Program 2011. Applicants must be between the ages of 15 and 30 and have attended school full time in 2010 and intend to return to school full time in September 2011.

The mission of the Pacific Parklands Foundation is to protect green space, enrich communities, and encourage philanthropy. This is a great opportunity for an enthusiastic, outgoing and ambitious student wanting to gain practical experience in the areas of Public Relations, Communications, Marketing, Event Coordination and Fundraising. The successful candidate should be comfortable in a collaborative environment and must have effective oral and written communication skills, attention to detail, and excellent organizational skills.

RESPONSIBILITIES

The applicant should have a background and experience in marketing and communications to assist in completing the following responsibilities with the Foundation:

- Research and develop social media opportunities and resources;
- Assist with coordination of annual fundraising event;
- Create project- and event-specific brochures and promotional materials;
- Research potential individual, non-profit and corporate donors;
- Provide general and targeted communications support, including the production and issuing of press releases, monitoring media coverage, and coordinating internal and external communications and outreach ;
- Provide administrative support and performing other duties as assigned; and
- Respond to media and public inquiries via phone and internet verbally and in writing.

The successful candidate will work in the office of the Pacific Parklands Foundation (located in Burnaby) and receive valuable work experience in the areas of administration, communications, marketing, resource development, and program and project management. The Communications and Marketing Coordinator will report to the Executive Director but works in cooperation and communication with other staff and key volunteers.

TERMS OF EMPLOYMENT

- The position is for 14 weeks, 35 hours per week starting from May 16, 2011.
- The days of work are Monday to Friday, from 8:30 am to 4:30 pm daily with thirty minutes (unpaid) for lunch.
- The rate of pay is \$15.00 per hour.
- Mandatory Employment Related Costs, if applicable, will be deducted and remitted on the employee's behalf to the Canada Revenue Agency.
- Vacation Pay (4%) will be paid.
- The student will receive an orientation to the Pacific Parklands Foundation and the position and appropriate training and supervision will be provided.

APPLICATION PROCESS AND DEADLINE

Resumes along with a covering letter can be mailed, emailed or faxed on or before 4:00 pm on Friday, April 29, 2011 to:

Denise Coutts, Executive Director

Pacific Parklands Foundation

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