

BRITISH COLUMBIA HUMANIST ASSOCIATION

422 Richards St, Suite 170
Vancouver, BC V6B 2Z4

(604) 265-9298
bchumanist.ca
info@bchumanist.ca



JOB POSTING: MARKETING COORDINATOR

Job title: Marketing Coordinator

Location: Remote (eg work from home) but must be based in British Columbia

Status: Full-time (32 hours per week), summer (8 weeks), \$15 per hour

Start date: July 6, 2020

About the BC Humanist Association: We promote education about secular humanism and research issues relating to human rights and secularism.

Job description: The Marketing Coordinator will be responsible for supporting and expanding our virtual programming, both in terms of content and audience. A particular focus will be on expanding programming for the underserved communities and developing procedures that can be replicated outside Metro Vancouver. Specifically, the Marketing Coordinator will:

- Schedule virtual programming
- Produce podcasts and YouTube from programs
- Support the development of new programs to reach underserved communities
- Promote new and existing events on social media

Work will primarily be performed remotely, with some opportunities for in person meetings at a central coworking location.

Qualifications:

- Experience working with (or ability to quickly learn) online collaboration tools such as Google Docs, Slack and video conferencing tools
- Experience with social media platforms (Twitter, Facebook and Instagram)
- Experience with online event planning
- Ability to work independently
- Fluent in English

Requirements:

- Between 15 and 30 years of age
- Canadian Citizen, permanent resident or refugee under the *Immigration and Refugee Protection Act*
- Legally entitled to work in British Columbia

BC Humanist Association is committed to equity in employment and encourages applications from all qualified applicants including youth who have not previously been employed, women, Indigenous peoples, members of visible minorities, LGBTQ2+ youth and persons with disabilities.

If you are interested in this opportunity, please forward your resume to Ian Bushfield, Executive Director at exdir@bchumanist.ca. Applications are due by June 22, 2020.