



Boys & Girls Clubs
of Central Vancouver Island

Events and Marketing Assistant

The Company:

The Boys and Girls Clubs of Central Vancouver Island (BGCCVI) is Vancouver Island's largest childcare provider and is trusted by more parents than any other childcare provider. The BGCCVI is a registered non-profit and charitable organization serving over 1000 children, youth and families in Comox, Courtenay, Lantzville, Nanaimo and Ladysmith through enriching childcare and youth programs in 13 locations.

Boys and Girls Clubs staff are trained, passionate, and dedicated. They build self-esteem by empowering participants to help shape programs and share their ideas. Through these opportunities, children and youth are given the chance to develop life and leadership skills and learn how to contribute to Clubs and their communities. As caring adult role models, BGCCVI Staff build healthy, supportive relationships with children and youth, which in turn can positively influence the life path they choose.

We are currently hiring through the Government of Canada, Summer Jobs grant program. The program runs for 7 weeks, commencing on July 15, 2019 – August 28, 2019.

The Position:

This is a temporary position, working 35 hours per week in Nanaimo. In this position you will report directly to Renee Bohun, the Resource Development and Communications Coordinator. The Events and Marketing Assistant duties include, but are not limited to:

- ✓ Assisting with implementation of external communication tools (social media, external newsletter)
 - Interview and write stories for newsletter
 - Produce short video clips for social media
 - Take photos for marketing materials
 - Work in Constant Contact to produce and send out Newsletter (July and Aug)
 - Complete ROI report for sponsors and stakeholders for events
- ✓ Assisting with Summer Events implementation
- ✓ Assisting with logistics of two Summer Events (VIEX, Ladysmith movie)
- ✓ Set up, coordination on site and tear down at each event
- ✓ Recruit and schedule volunteers for events
- ✓ Design and manage social media marketing on platforms

The successful candidate must meet the following requirements:

- ✓ Previous experience in promotions, event management, marketing or communications is desirable
- ✓ Class 5 Drivers license and clean drivers abstract required
- ✓ Strong computer skills required- MS Office 365, Constant Contact, experience with graphic design software
- ✓ Must be legally entitled to work in Canada

Salary: \$15.92 per/hour

Location: Nanaimo, BC

Date Posted: May 3, 2019

Posting Expires: May 17, 2019

Please send your cover letter and resume to careers@bgccvi.com quoting the job posting number 2019109 in the title.

Registered Charitable Organization No. BN10680 4016 RR 0001

A good place to be

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