



Job Posting

Date Posted: November 3, 2016
Job Title: Marketing Specialist
Job Number: 1633
Department: Settlement and Community Programs
Classification: Regular Part-Time (21 hours per week)
Salary Range: Grid Level 11 (\$17.96 to \$20.92 per hour)
Start Date: ASAP
Reports to: Manager of Community Development

DIVERSEcity Community Resources Society is accepting applications for the position of Marketing Specialist in the Settlement & Community Programs Department. We are looking for a candidate who has a track record of successful marketing in the not-for-profit sector, experience managing social media accounts, and experience developing promotional material including the design, costing, and implementation of ideas.

The successful applicant will maintain an in depth knowledge of DIVERSEcity programs to provide general information to the public, monitor the agency's website for effective and consistent messaging, plan and assist in the development of program templates, reports, newsletters, and direct mail or email campaigns.

The successful candidate will possess:

- A diploma in a related field (marketing, business, communications, or fine arts)
- A minimum of 1 year experience working in a related role and experience with marketing software products
- Excellent written and verbal communication skills
- Experience with social media
- Demonstrated experience in a variety of communication methods, including websites, newspaper (mainstream & ethnic), radio, TV, events, newsletters, flyers, brochures and posters.
- Computer skills including desktop publishing software & knowledge of web publishing
- Demonstrated experience using Adobe Master Collections (ie Dreamweaver, Illustrator, InDesign, Photoshop) and Visio
- A self-starter with ability to work with minimal supervision, meet deadlines, & problem solve
- Ability to work cooperatively in a diverse team environment
- A second language is an asset
- Knowledge of the communities of Surrey, Delta, Langley and White Rock is an asset

If you are interested in this position, please send applications by **November 13th, 2016** to:

Chanchal Sidhu
Manager; Multicultural & Community Programs
DIVERSEcity Community Resources Society
via e-mail to: csidhu@dcrs.ca

www.dcrs.ca

No phone calls please.

Only short-listed applicants will be contacted.

A Criminal Records Check is a requirement of Employment.

DIVERSEcity is an equal opportunity employer. This posting is open to male and female applicants and requires Union membership.