



## Internal/External Executive Assistant/Marketer



MOSAIC is seeking an organized, energetic and positive individual to play a key role in the administration and marketing of a wide array of dynamic services for immigrants and refugees.

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**POSITION:** Executive Assistant with Marketing Responsibilities

**DEPARTMENT:** Employment & Language Services

**POSITION FUNCTION:** Plays a key coordinating and marketing role in support of effective and innovative services that build the language and employment skills of refugees and immigrants.

Reporting to the Director of Employment and Language Services, provides administrative support to the Director and the Departmental Leadership Teams and marketing support to the Department.

**QUALIFICATIONS:**

- Good working knowledge of standard office equipment, Microsoft Office Suite, InDesign and Illustrator, social media, and general office procedures.
- Post-Secondary education in office administration, marketing, or equivalent experience.
- Excellent written and verbal communication and conflict resolution skills. Skilled in using specified software. Typing speed of at least 30 wpm. Organized. Able to set priorities and meet deadlines.
- Previous experience in an administrative or clerical support position, experience producing marketing materials and coordinating communications campaigns.
- Able to work independently and with a team, is diplomatic and exercises discretion.
- Certificate in Office Administration/Clerical Support. Working knowledge of the immigrant and refugee serving sector.
- Criminal Record Check.

**HOURS:** This is a full-time (35 hours per week)

**STARTING PAY:** \$33,018 - \$37,168 (depending on experience)

**RESUMES TO:** Hiring Team - MOSAIC Employment Programs  
5575 Boundary Road  
Vancouver, B.C. V5R 2P9  
Email: [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org)

Please reference “**Your Name – Executive Assistant/Marketer**” in the subject line of your application and submit via email (Word / PDF format). No telephone calls please. Only those selected for an interview will be contacted.

**DEADLINE:** **August 9, 2017 at 5:00 pm**