



**Repost – Job Posting  
(Benchmark Pending)**

<b>Date Posted:</b>	<b>August 14, 2017</b>
<b>Job Title:</b>	<b>Marketing &amp; Communications Coordinator</b>
<b>Job Number:</b>	<b>1775</b>
<b>Department:</b>	<b>Skills Training &amp; Employment</b>
<b>Classification:</b>	<b>Regular Full-Time (Unique Job – Benchmark pending)</b>
<b>Hours per week:</b>	<b>35 hours per week</b>
<b>Salary Range:</b>	<b>Grid Level 12 (\$19.77 to \$23.04 per hour)</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Reports to:</b>	<b>Manager of Skills Training &amp; Employment</b>

DIVERSEcity Community Resources Society is accepting applications for the position of **Marketing, Communications and Events Coordinator** with the Skills Training & Employment Services Team.

DIVERSEcity's mission is to support all new Canadians to settle and thrive in their new country. The Skills Training and Employment Team runs a social enterprise (the DIVERSEcity Skills Training Centre) and 10 programs funded by government & business partners to provide employment services to newcomers without cost. The Coordinator's role is to clearly communicate & market the free services and fee-based training courses via all medium in a strategic manner.

**We are looking for a candidate with the following qualifications:**

- Education or training in marketing or communications
- Minimum of 2 years of professional experience in marketing & communications in either; not for profit or corporate environment; a combination is preferred
- Expert technical skills including knowledge of desktop publishing software, web publishing and social media management products
- Access to a vehicle is a requirement
- Excellent communication skills, including writing, editing skills and public speaking
- Demonstrated experience in a variety of communication medium, including social media, and traditional media
- Demonstrated flair for building long-term relationships with external stakeholders
- A self-starter with ability to work with minimal supervision, meet deadlines & problem solve & ability to work cooperatively in a team environment
- Experience working with English as a Second Language clients and/or newcomers to Canada, and 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 **9am Monday August 21, 2017** to:

**Vandna Joshi**  
**Assistant Manager, Skills Training & Employment**  
**DIVERSEcity Community Resources Society**  
**#13455 76 Avenue, Surrey, BC V3W 2W3**  
Or via e-mail to: [vjoshi@dcrs.ca](mailto:vjoshi@dcrs.ca)



***No phone calls please.***

***Please note that only shortlisted candidates will be contacted.***

***A Criminal Record 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.*