



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

Date Posted:	August 9, 2017
Job Title:	Marketing & Communications Coordinator
Job Number:	1775
Department:	Skills Training & Employment
Classification:	Regular Full-Time (35 hours per week) Unique Job – Benchmark pending
Salary Range:	Grid Level 12 (\$19.77 to \$23.04 per hour)
Start Date:	ASAP
Reports to:	Manager of Skills Training & Employment

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 3 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
- 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 **4pm Wednesday Aug 23, 2017** to:

**Vandna Joshi, Assistant Manager
Skills Training and Employment Services**

DIVERSEcity Community Resources Society, 13455 76 Avenue, Surrey, BC V3W 2W3

E-mail to: vjoshi@dcrs.ca

No phone calls please. A Criminal Records Check is a requirement of Employment.

DIVERSEcity is an equal opportunity employer.