



JOB Posting

This position is supported by the Government of Canada through the Canada Summer Jobs Grant

POSITION TITLE	Marketing and Administrative Assistant
REPORTS TO	Business Development Manager,
COMMITMENT	30 hours/week
TERM	8 weeks
COMPENSATION PACKAGE	\$18/hour

Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of the four designated groups; women, persons with disabilities, Aboriginal peoples, and visible minorities.

ORGANIZATION SUMMARY

Founded in 2008, PISE is a non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Excellence facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit PISE.ca to learn more.

POSITION SUMMARY

The Marketing and Administrative Assistant will provide support in the area of marketing and administration to key members of the management team at PISE.

Marketing and Administrative Assistant Job Responsibilities:

- A key focus on the creation of digital content (videography and video editing) for website and social media.
- Assist with execution of marketing strategy.
- Work with marketing and business development team to manage brand and marketing initiatives.
- Perform market and client research.
- Create reports on marketing performance.
- Maintain schedules for marketing initiatives.
- Assist with social media and website content.
- Attend trade shows, company events. (This will be limited due to COVID 19.)
- Organize and manage marketing collateral.
- Provide administrative assistance to leadership team as required.
- Data entry

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Marketing and Administrative Assistant Qualifications/Skills:

- Strong written and verbal communication skills
- High level of organization and attention to detail
- Comfort with multi-tasking in a deadline-driven environment
- Understanding of basic business and marketing concepts
- Excellent time management skills
- Outgoing personality with strong interpersonal and social abilities
- Ability to spot emerging trends
- Familiarity with social media, social networking, email marketing
- Demonstrated problem solving and critical thinking skills
- Strong writing and copy-editing abilities
- Ability to adapt to changing demands
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals

Education and Experience Requirements:

- High School diploma. Current student in marketing, arts or related field.
- 1-3 years experience in marketing, or equivalent education
- Associate or bachelor's degree in marketing, business or a related field a plus
- Proficiency with Microsoft Office (Microsoft Excel, Microsoft Word)
- Demonstrated experience with social media platforms (Facebook, Twitter, LinkedIn, Pinterest)
- Experience in Digital photography and videography
- Experience with video editing software essential
- Experience with Adobe Creative Cloud (Adobe Photoshop, Adobe Premiere) a plus

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KNOWLEDGE, SKILLS & ABILITIES

- Ability to build strong relationship based on trust, support, and open communication
- Maintains detail orientation and professionalism in a fast paced work environment
- Strong organizational, time management, and prioritization skills
- Demonstrates drive and initiative
- Exhibits strong writing, presentation development, editing, and research skills
- Understanding of visual concepts & aesthetics
- Possesses strong interpersonal skills
- Analyzes issues and resolves problems with excellent judgement and decision-making skills
- Ability to adapt to changing demands
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals
- Healthy lifestyle and an interest in health & wellness



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AVAILABILITY

Successful candidate will be required to work four days per week. Some weekend work may be required for events or filming. Candidate will have the opportunity to work onsite at PISE as well as remotely.

TO APPLY

Please submit a resume and a cover letter by **midnight, June 26, 2020** to:

Brianna Coburn
Human Resources and Administrative Coordinator
careers@pise.ca

Thank you for your interest in PISE

*Please note, due to the number of resumes received,
only candidates selected for an interview will be contacted.*

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