

Marketing Coordinator



Do you love sharing helpful information? How about using words and images to cleverly influence others? Do you have an eye for detail? The Marketing Coordinator's role is to assist entrepreneurs in rural and remote communities, by communicating the many resources and supports available from Community Futures and our partners.

Responsibilities may include:

- Creating print and digital content
- Scheduling, posting and sharing social media content
- Engaging with clients and partners on social media
- Providing referrals to relevant resources

This role relies on/requires:

- Familiarity with Community Futures, its services and partners
- Skills in marketing, design, promotion and communications
- Business acumen and knowledge of the current business environment
- Professionalism
- The ability to spot inconsistencies and errors
- Strong listening skills and empathy
- Creativity
- Critical thinking
- Time management, organization and prioritizing tasks
- Focus and precision
- Resourcefulness and the ability to self-inform and troubleshoot

Roles may become tailored to focus on the strengths of the individual candidate; all or a portion of the listed duties may be shared with other members of the Community Futures Team. The hourly rate for this position starts at \$25.00/hour with benefits to begin after 3 months of employment.

Applicants are invited to send their resume and cover letter by than 4:30pm on Friday August 11th.

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