

## Position Description

**Position Title:** Marketing & Event Assistant

**Date Est.:** January 2024

**\*Start Date:** June 3<sup>rd</sup>, 2024 (14 weeks duration)

**Status:** Temporary – Excluded – Contract

**Hours:** 30 hours per week

**\*Wage:** \$20.00/hour

**Reports To:** Financial Officer (supervisor) and Community Program Manager (mentoring)

**Direct Reports:** None

*\*This position is subject to the receipt of grant-funding through the Canada Summer Jobs program. Some details, such as the start date and length of position term, may change depending on the grant funding received.*

### Position Summary:

The Marketing & Event Assistant is responsible for creating marketing content and helping to promote the North Okanagan Hospice Society's programs and events. This role requires attention to detail and the ability to communicate through written words. The Marketing & Event Assistant will also assist with the front desk at the main doors when needed.

### Key Areas of Responsibility:

#### MARKETING

- Creating content for NOHS website and social media accounts, including Facebook, Instagram and LinkedIn.
- Generating posts and/or stories related to NOHS' 40<sup>th</sup> Anniversary year
- Responding to questions from the public via social media and working towards engaging and growing a larger audience.
- Using Canva and/or other programs to create posters, content, and other promotional materials for programs and events
- Documenting events and activities with photos and videos for social media
- Assisting with content creation for newsletters
- Updating building screens and bulletin boards with new content
- Supporting the promotion of NOHS programs and events

## **EVENTS**

- With the support of a team, assist with the coordination of community events and fundraisers. With particular attention paid to the 40<sup>th</sup> Anniversary at NOHS. Assisting with the coordination of vendors and services
- Identify opportunities for community engagement, such as expos, booths, and public presentations to engage the North Okanagan community with NOHS.

## **CUSTOMER SERVICE**

As a small community non-profit organization, all NOHS employees are required to be flexible in their roles.

The Marketing & Event Assistant is also expected to work at our front greeter desk as needed.

This provides critical support to the organization and allows team members to interact with the community and play a more holistic role in the organization's overall operation. Customer service tasks include:

- Greeting and directing visitors entering Hospice House
- Answer the main NOHS phone line and redirect calls within Hospice
- Accept deliveries of supplies and notify appropriate staff members
- Provide office assistance as required
- Other duties as assigned

To apply for this position, please send your Resume and Cover Letter to Jenna Kiesman, NOHS Community Program Manager at [jenna@nohs.ca](mailto:jenna@nohs.ca).

Resumes will be reviewed on a rolling basis until the determination of grant-funding is received.