



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
RECREATION ADMINISTRATION
MUNICIPAL HALL ANNEX

MARKETING ASSISTANT

Permanent Full Time Position

The Parks, Recreation and Community Services Department (PRCS) is seeking a dynamic, detail-oriented and organized individual for the position of Marketing Assistant. Reporting to the Marketing and Communications Specialist, the Marketing Assistant contributes to the development, implementation and coordination of marketing and communications strategies for PRCS. They assist in developing and maintaining PRCS content and collateral with professional writing, short videos, and basic photography and graphics. Conducting research, collecting data, reporting and making recommendations to further department priorities, the Marketing Assistant liaises with staff to coordinate marketing & communications projects and assists the Marketing and Communications Specialist in sharing updates on current initiatives.

Requirements include: Completion of Grade 12 supplemented with one year post-secondary courses in business, marketing or communications related field; two years of experience, within the past five years, coordinating strategies and initiatives in a marketing and communications-related role; superior interpersonal and communication skills; exceptional writing, proofreading and editing skills, excellent critical thinking skills coupled with the ability to produce effective products and campaigns. Municipal experience would be an asset and an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday from 8:30 a.m. - 4:30 p.m. (35 hours per week).

This is a C.U.P.E. Local 2011 position with a wage of \$37.07 per hour plus an excellent benefit package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on, Sunday, March 3, 2024, quoting competition 24035 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2023. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.