

Job Description: Marketing and Administrative Assistant for the South Surrey & White Rock Chamber of Commerce

General Description

The mission of the South Surrey & White Rock Chamber of Commerce is to support the economic and social well being of our community and to be a voice for the concerns of our members. The **Marketing and Administrative Assistant** will report to the **Executive Director** to provide communications support across all channels, provide administrative and database management, and event support as required to help fulfill on the Chamber's initiatives and mission.

Qualifications and Skills

- University or college degree, certificate or diploma in Marketing, Event Management, Business or related discipline;
- Strong communication (both oral and written) skills
- Experience in marketing, customer service and event planning
- Experience across social media platforms – Facebook, Instagram, Twitter, etc.
- Photography and videography experience an asset but not required
- Strong computer skills with MS Office Suite
- Organized, attention to detail, creative, positive, self-motivated, team player

Responsibilities and Duties

Administrative

- Responsible for general daily communications on behalf of the Chamber, e.g. phone calls, responding to mail and emails, helping and directing visitors to the office, etc.
- Update and keep organized Chamber documents and files
- Receive payment for memberships, event registrations etc.
- Experience with Chamber Master program an asset, but not required as training will be provided

Marketing & Communications

- Help develop marketing material and content across all channels including biweekly Chamber newsletter
- Create and execute a schedule of content delivery across all social media platforms
- Develop and maintain positive relationships with members, existing and new
- Provide general events support with logistics including on-site and off-site support from set-up to teardown, and post event follow-up reports
- Require a flexible schedule for events and meetings outside of business hours
- Develop and administer a consistent visual communications look throughout publications, website, social media, advertising, and other communications tools
- Write and disseminate media releases
- Develop timelines and recommendations for surveys
- Present a professional and personable demeanour at Chamber office and events
- Other duties as required

If you believe you're the person we are seeking, please send in your resume via email noting **Marketing & Administrative Assistant** in the subject line. Please note that only successful candidates will be contacted. Thank you for your interest in the South Surrey & White Rock Chamber of Commerce.

Deadline to apply: Monday, August 20, 2018
Apply to: jobs@sswrchamber.ca
Attention: Ritu Khanna, Executive Director