

# Marketing Coordinator

**Posted By:** SouthStar Immigration Consulting Services Ltd.

**Location:** Coquitlam

**Salary:** \$31.25 Per Hour

**JOB ID :** RJ2850658

**Posting Date :** 29-Aug-2024

**Expiry date :** 25-Feb-2025

**Education :** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

SouthStar Immigration Consulting Services Ltd. is looking for an experienced Marketing Coordinator.

Job details are as follows:

**Location of employment:** Coquitlam, BC, V3J 0J4

**Number of position:** 1

**Job Type:** Full time and Permanent

**Starting date:** as soon as possible

**Salary:** \$31.25 per hour, 30 hours per week

**Experience:** 1 year to less than 2 years

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Languages:** English

Tasks:

- Develop all kinds of events for publicity, fundraising and information purposes
- Develop communication strategies
- Evaluate communication strategies and programs
- Implement communication strategies and programs
- Oversee the preparation of public written material
- Prepare written material such as reports, briefs, website content
- Produce educational and publicity programs and informational materials to awaken curiosity and interest in the subject matter
- Publicize activities, workshops, meetings and other events for fundraising or information purposes
- Write speeches, presentations and press releases
- Plan development projects
- Respond to enquiries from members of the business community concerning development opportunities
- Prepare reports, research papers, educational texts or articles
- Act as spokesperson for an organization
- Advise clients on advertising or sales promotion strategies
- Answer written and oral inquiries
- Assist in the preparation of brochures, reports, newsletters and other material
- Co-ordinate special publicity events and promotions
- Conduct public opinion and attitude surveys
- Initiate and maintain contact with the media
- Conduct analytical marketing studies

- Design market research questionnaires
- Design, conduct and analyze quantitative and qualitative research projects
- Conduct online marketing, E-commerce and Website promotions
- Develop marketing strategies
- Deliver presentations at conferences, workshops or symposia
- Maintain and manage digital database
- Write and edit press releases, newsletter and communications materials

**Work conditions and physical capabilities:**

- Attention to detail
- Fast-paced environment

Personal suitability:

- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Judgement
- Organized
- Team player
- Accurate
- Dependability
- Reliability

Who can apply for this job?

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.
- If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

**How to apply:**

By email: southstarimmigration@outlook.com

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