



Job Title: Marketing Assistant/Street Team Member
Reporting To: Executive Director
Status: Seasonal/full time

Description

The Marketing Assistant/Street Team Member is an integral part of the Discover Surrey team. As an assistant to the marketing coordinator, they will assist with the implementation of the tactical marketing plan and will work on marketing initiatives that promote Surrey as a tourism destination. The Street Team will represent Discover Surrey at local community events throughout the busy tourism season.

Duties and Responsibilities

Include but are not limited to:

- Perform general administrative & visitor services duties in accordance with established policies
- Interact with visitors and residents via social media and the online chat system
- Represent Discover Surrey by executing visitor services at local community events
- Assist with the preparation of newsletters, communication pieces and special features including: blog posts, and other digital content
- Maintain website, events calendar, digital asset management system
- Work with Marketing Coordinator to implement tactics for existing programs
- Update CRM system as required
- Assist with other projects as assigned

Qualifications

- Outgoing, friendly and enthusiastic manner
- Knowledge of attractions, events, tourism products and services in the local area is an asset
- Knowledge of Microsoft Office and various social media platforms/monitoring tools
- Experience with website management (wordpress) an asset
- Excellent customer service and communication skills
- Able to read and write fluently in English
- Able to demonstrate initiative and self motivation
- Able to commit to a schedule that includes some weekends and stat holidays.
- Able to commit to employment for a minimum of twelve weeks
- Be between the ages of 15 and 30
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulation

How to Apply

Please email a resume and cover letter in PDF or Word format to cathy@discoversurreybc.com by March 29, 2019. Discover Surrey thanks all candidates for their interest; however, only those short listed will be contacted for an interview.

Please note: There isn't any public transportation to the place of business.