



WHO WE ARE

As an independent and non-profit organization, our goal is to build a strong tourism network that impacts our partners economically and puts tourism in Surrey on the map. We believe in teamwork and supporting our employees to achieve their potential. We also value flexibility and diversity. Our Marketing team is expanding, and we are looking for a passionate and creative Marketing & Visitor Services Coordinator to join us. If you're looking to start your career, or take it to the next level, we would love to hear from you!

POSITION OVERVIEW

Working closely with and reporting to the Executive Director, you will support the successful execution of all marketing initiatives. You will undertake daily administrative tasks to ensure the functionality and coordination of the department's activities while maintaining and growing crucial relationships with Discover Surrey's multiple stakeholders.

WHAT YOU WILL DO

- Support the Executive Director with project-specific and office administrative support.
- Coordinate and implement marketing campaigns and track the department's budget.
- Assist with the production of marketing materials and ensure timelines are met.
- Write and edit for different platforms such as social media, website and press releases.
- Maintain relationships with our stakeholders and communicate campaign objectives, timelines and deliverables.
- Gather and analyze data to evaluate marketing campaigns and document best practices and recommendations.
- Prepare monthly reports and formulate sales projections for our stakeholders.
- Coordinate mobile visitor services and provide timely and effective support, customer service and information as needed.
- Plan events, conferences and media tours. Attend them to facilitate their success.
- Assist with public relations and community-based activities.
- Additional tasks / duties as assigned by Executive Director

OUR IDEAL CANDIDATE

- University degree or college diploma in marketing or communications preferred.
- Minimum 1-2 years of experience in marketing or communications. Experience in tourism or visitor services training is an asset.

- Knowledge of content writing, graphic design principles, social media platforms, public relations and CRM fundamentals.
- Advanced computer skills in Microsoft Office. Working knowledge of graphic design tools, content or database management software and social media platforms considered an asset.
- Excellent written and verbal communication skills.
- Strong interpersonal skills for managing interactions with individuals at all levels.
- Exceptional customer/client service, organizational and time management skills.
- Attention to detail and self-starter.
- Class 5 Driver's full license required (with no graduated licensing restrictions) as well as a valid passport.
- Access to a personal vehicle is an asset.

ADDITIONAL INFORMATION

- Job type: Full-time
- Location: Discover Surrey Office
- Occasional travel, weekend or evening shifts required and based on business needs.
- Application deadline: August 26, 2022
- Start date: September 2022

COMPENSATION

- Competitive salary based on experience
- Professional development allowance - \$1000
- Designated parking spot

HOW TO APPLY

Please submit a copy of your resume and cover letter to HR@discoversurreybc.com. To aid us in our selection process, your cover letter should clearly summarize how you meet each of the job requirements. Please note that only those applicants being considered for a posted position will be contacted.