



WHO WE ARE

Downtown Van is a non-profit organization that represents 8,000 businesses and property owners and 130,000 workers in the central 90-block area of Vancouver's downtown core. Supporting them and making Downtown Vancouver a place where everyone feels safe, drives us. Our team members are experts in economic development, community safety, placemaking, and events. We're passionate about making downtown Vancouver a destination like no other.

Much like downtown Vancouver, we strive to make our office an environment where everyone feels welcome. Here at Downtown Van, we are passionate, collaborative, fun, and fast-paced! Be ready for team outings, outdoor movie nights, coffee runs, office dogs, evening events, and so much more.

THE POSITION

Reporting to the Marketing and Communications Lead, this temporary position will provide marketing and communications support to the Marketing and Communications team and all business units within Downtown Van. It is ideal for someone motivated to start their career or re-enter the workforce. In this role, the assistant will work alongside numerous departments to bring their work to life using social media, digital marketing, corporate communications, writing, and more.

The successful candidate will be a collaborative and enthusiastic individual with strong creative skills and the ability to dive head-first into a new role. They will also enjoy working with a diverse group of colleagues and must have a desire to grow their portfolio in marketing and communications.

To be considered for this role, please submit a resume and cover letter.

ROLES & RESPONSIBILITIES

- Assist the Marketing & Communications Lead with the coordination of projects related to large-scale events taking place in Vancouver in the upcoming months.
- Assist the Marketing Coordinator with content creation as needed.
- Work alongside all departments to provide marketing and communications support.
- Provide an on-site presence at Downtown Van corporate, public, or sponsored events when required.
- Occasionally offer support to departments beyond the scope of marketing and communications.



SKILLS

- Post-secondary education or work experience in Marketing & Communications or related field.
- Strong written and verbal communication skills.
- An interest in social media marketing with an understanding of Instagram, LinkedIn, TikTok, Facebook, and X.
- Exceptional project and time management skills.
- High level of professionalism and ethics.
- Working knowledge of Canva, WordPress, Adobe Creative Suite, and Microsoft SharePoint, beneficial.
- Photography and Videography skills are a bonus!

REQUIREMENTS

Office environment, standard business hours apply. Must be available Thursday evenings from July 1st – August 16th and the weekend of August 24th & 25th. This position is hourly (\$25.68), 40 hours per week, from Monday – Friday. The contract term begins as early as July 1st, 2024, and will terminate on November 30th, 2024.

APPLY NOW

Please send your resume and cover letter to dvbia@dtvan.ca with subject line: Marketing Assistant.