



# BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

## Marketing Assistant



*\* Please note, this position is dependant upon grant funding\**

The BC Forest Discovery Centre is currently accepting applications for the position of Marketing Assistant for our 2017 summer season. The Centre is seeking creative, professional, positive, and organized applicants to fill one possible vacancy in the position of Marketing Assistant.

**HOURS OF WORK:** May 8 – August 25 | 40 hours per week | Holiday & Weekend work required

**WAGE:** \$11.87/hour

### **TASKS AND RESPONSIBILITIES:**

- Assist with the development and distribution of marketing materials
- Assist with the development and maintenance of web-based services including e-newsletters, social networking sites, and the Centre's website
- Assist with the organization of special events by creating interactive programming, gathering and preparing resources for hands-on activities, site set-up and participating in media promotion
- Assist with the development and marketing for a summer Digital Photography Contest
- Greet visitors, provide orientation to exhibits, and assist in general admission activities
- Assist with the planning, development, and implementation of the BC Forest Discovery Centre's celebration of Canada's 150<sup>th</sup> Anniversary

### **POSITION REQUIREMENTS:**

As these positions are made possible through grant funding, applicants must meet the following criteria:

- Be a Canadian citizen, permanent resident or have been granted refugee status.

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[www.bcfrestdiscoverycentre.com](http://www.bcfrestdiscoverycentre.com)

- Legally entitled to work in Canada.
- Be between the ages of 16 and 30 years of age at the start of your employment.
- Be a fulltime post-secondary student who intends to return to school in the Fall.
- Be able to commit to the full duration of the work assignment.
- Must not have another full time job (over 30 hours a week) while working for the BC Forest Discovery Centre.

**APPLICATION REQUIREMENTS:**

- Indicate for which position you are applying
- Confirm that you have a flexible schedule with availability for weekend and evening work
- Confirm your ability to undergo a criminal record check
- Also, the BC Forest Discovery Centre will hold two major special events in the 2017 Fall/Winter season – the Halloween Train and the Christmas Express. Please confirm your availability to work during these events in your application.

**Please send Cover Letter and Resume to:  
Carol Miller – BC Forest Discovery Centre**

E-mail: [info.bcfdc@shawlink.ca](mailto:info.bcfdc@shawlink.ca) or Fax: 250-715-1170

**Deadline for submissions is Friday April 21<sup>st</sup>, 2017 at 4:30pm.**

*No phone inquiries, please. Only short-listed applicants will be notified.*