



BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

Marketing Assistant



** Please note, this position and the length of the work term are dependant upon grant funding**

The BC Forest Discovery Centre is currently accepting applications for the position of Special Event and Marketing Assistant for our 2024 summer season. The Centre is seeking creative, professional, positive, and organized applicants to fill one possible vacancy in the position of Special Event and Marketing Assistant.

HOURS OF WORK: Approx. June 3 – August 31 | 40 hours per week | Holiday & Weekend work required

WAGE: \$17.40 per hour

TASKS AND RESPONSIBILITIES:

- Assist in the development and distribution of promotional material related to the BC Forest Discovery Centre's activities.
- Provide visitor services to the community and tourists at Admissions and Concession.
- Assist staff by planning, organizing, promoting, implementing and leading cultural programs and services for the community and tourists.
- Plan, schedule, deliver, promote, and evaluate educational programs, including special events, workshops, presentations of curatorial displays and heritage tours.
- Help visitors understand and appreciate the cultural and natural history of the province of British Columbia.

QUALIFICATIONS:

- Customer Service skills or interested in working with the public
- Motivated
- Team oriented
- Flexible with work tasks
- Interest in local and provincial history
- Interest in environmental issues and ecology
- Computer skills-word processing and spreadsheets and web-based applications
- Proficiency in English required, other languages an asset

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.
- Legally entitled to work in Canada.
- Be between the ages of 15 and 30 years of age at the start of your employment.
- 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

Please send Cover Letter and Resume to:
Carol Miller – BC Forest Discovery Centre
E-mail: info.bcfdc@shawlink.ca or Fax: 250-715-1170

Deadline for submissions is Friday May 2024, 2024 at 4:30pm.
No phone inquiries, please. Only short-listed applicants will be notified.