

## JOB POSTING



### Position **Marketing & Development Assistant**

#### **1. Nature & Scope of Work**

This is clerical, marketing and administrative work involving preparing and distributing information for H.R. MacMillan Space Centre programs and initiatives and maintaining communication with membership. Under the supervision of a superior, incumbent:

- Assists in the coordination of a variety of internal and external promotional and communication opportunities in print and electronic media and membership communications
- Revises text
- Coordinates printing and advertising
- Coordinates and ensures the timely output of all mailings
- Prepares materials using basic software
- Inputs data into corporate fund raising, membership and media databases
- Outputs information including lists, labels, letters and reports from the databases
- Assists in the coordination of a variety of membership initiatives including a newsletter and special events
- Liaises with the public, media, Space Centre members, and other interest groups
- Assists staff in the marketing and development offices on an “as needs” basis
- Provide sales support for computer games, e-commerce products, space camps and more

#### **2. Required Knowledge, Abilities and Skills**

- Basic marketing knowledge including sales: Knowledge of the principles, practices and techniques used in preparing promotional material and revising same
- Hands-on experience in sales and marketing: Working knowledge of advertising and promotional methods, procedures and materials used by cultural organizations
- Good verbal and written skills: Ability to collect information and revise written copy for a variety of uses and purposes
- Good interpersonal skills: Ability to establish and maintain effective working relationships with internal and external contacts
- Good computing skills: Ability to prepare a variety of material using word processors, basic desktop publishing and web publishing. Knowledge of databases and website maintenance and experience inputting, maintaining and extracting data and other information
- Detail oriented: Ability to check and ensure accuracy of work
- Knowledge of a not-for-profit environment
- Excellent organizational skills and an ability to work towards deadlines
- Flexibility and creative problem solving
- Energy and enthusiasm

**3. Training & Experience**

- Completion of secondary school with some post-secondary training in marketing with additional study in computing (word processing, desktop computing and databases), or an equivalent combination of education and experience. Experience in a not-for-profit environment is an asset.

**4. Supervision**

Position reports to the Marketing Officer

**5. Hours of Work**

- 20 hours per week. Flex-time: event-specific, after hours and weekend work required

**6. Remuneration**

This is a CUPE - Local 15 position. Pay Grade 14: \$15.80-\$18.55 plus 12% in lieu of benefits

**Closing Date for Applications: 4:30pm, February 3, 2006**

**We thank all applicants for their interest; however, only those short-listed will be contacted.**

**To apply please send resume with cover letter to:**

**Erika Korstrom  
H.R. MacMillan Space Centre  
1100 Chestnut Street  
Vancouver, BC  
V6J 3J9**

**Fax: 604-736-5665**

**Email: [ekorstrom@hrmacmillanspacecentre.com](mailto:ekorstrom@hrmacmillanspacecentre.com)**