

Marketing Coordinator

About Peninsula Co-op

Peninsula Co-op is a Vancouver Island co-operative with collective roots dating back 60 years. Our core business is in grocery, petroleum, car wash and convenience stores. We have 18 retail gas locations from Sidney to Duncan, in Comox and Campbell River; several cardlock locations; and a food store.

Peninsula Co-op is a retail with a difference. Being a co-operative, we're owned by more than 100,000 local members and we proudly share our profits with our members, our community and our staff. Experience the Co-op difference and apply today!

About this Position

The Marketing Coordinator works out of our main office in Saanichton. This role includes both administrative and project management tasks as well as graphic design work. This is a full-time role, requiring some weekend or evening work at certain times of the year, to assist with special projects and events. This position works alongside the Community Coordinator, and reports to the Marketing & Community Relations Manager.

We are looking for someone with the following characteristics and skill-set:

- Friendly yet professional approach.
- Strong interpersonal and leadership skills.
- Professional verbal and written communication skills.
- Detail-oriented with strong organization and planning skills.
- Resourcefulness to resolve problems and work independently.
- Ability to work in a fast-paced environment where work priorities can change quickly to meet customers' needs.
- Demonstrated ability to maintain confidentiality and protect private information.
- Office software proficiency: Excel, Word, and PowerPoint.
- Design software proficiency: InDesign and Photoshop.
- Previous experience in a similar role is an asset.

Administrative responsibilities:

- Administrative tasks supporting our Board of Directors, the CEO, the management team and the Community Support Program:
 - Preparing and distributing Board packages.
 - Maintaining on-line document storage.
 - Making meeting and travel arrangements.
 - Assisting with community partner correspondence (email, mail and phone).
 - Assisting with the preparation of presentations.



Marketing responsibilities:

- Preparing newsletters, brochures, signage and other marketing materials.
- Graphic design for on-line and print advertising.
- Electronic file and document management.
- Overseeing updates of the general website.
- Corporate event planning and coordination.
- Maintaining office supplies inventory.
- Coordinating file and material delivery with vendor partners.
- Completing other tasks and projects as needed.

Benefits

We offer a full benefits package at 3 months of employment, including extended health, dental, disability, life insurance and a pension plan. Co-op team members enjoy flexible hours, profit sharing, fitness memberships / reimbursements, social activities, volunteer opportunities, and opportunities for professional development. We reward hard work, dedication and results.

Deadline to apply: Sunday, March 15, 2020

If you have any questions about this position please contact Lindsay in Marketing (250-544-2950) or Toni in Human Resources (250-544-2941) or hr@peninsulaco-op.com

How to Apply

Please send your cover letter and resume to Human Resources by Sunday, March 15, 2020:

Via the link from this website, or

Via the Employment page of the Co-op website (peninsulaco-op.com), or

By mail: Peninsula Co-op, 1 – 2132 Keating X Road, Saanichton, BC V8M 2A6. Attention Human Resources

By fax: 778-351-1110

Date posted: February 20, 2020

✉ 1-2132 Keating X Rd, Saanichton, BC V8M 2A6

☎ Tel 250.652.5752 | Fax 250.652.5298

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