

## Position Overview

Reporting to the MLS Director, and assisting the Events Coordinator, the Summer Marketing Assistant supports all aspects of event planning and management including but not limited to preparation, implementation, execution, and evaluation of events for the Market Development, Financial Administration Laws & Stakeholder Relations team business line.

## Accountabilities

- Supports the coordination of events including conferences, seminars, dinners, and training sessions;
- Follows established procedures, collaborating with other employees, and ensuring accuracy;
- Supports internal and external event communications;
- Source venues, obtain quotes and conduct site visits; managing vendors and suppliers;
- Liaises with caterers, exhibitors, delegates, and speakers;
- Maintains detailed and accurate event files such as exhibitor databases, contract, and financial information;
- Supports the coordination of the delivery of materials to events;
- Collaborates with other staff to develop promotional materials for the event;
- Uses judgment to integrate current trends in event management and event design;
- Delivers excellent client service throughout the client or potential client experience;
- Provides administrative support to other members of event planning staff;
- Assists the Events Coordinator as needed.

## Qualifications

- Must be aged 15 – 30 years to participate in the Canada Summer Jobs program; a permanent resident of Canada, a Canadian Citizens or legally permitted and protected under the Immigration and Refugee protection during the period of employment;
- Enrolled or completion of a related Post Secondary program such as Communications, Marketing, Event Planning, or relevant field an asset;
- Understanding of marketing concepts and practices; willingness to follow industry trends and current methods;
- Experience working with Indigenous Governments, organizations and communities considered a strong asset;
- Excellent communicator with a strong command of written and spoken English; French language skills considered an asset;
- Demonstrated effective writing skills, content development and editing skills;
- Demonstrated strong understanding of digital and social channels;
- Ability to create visually appealing materials, graphic design skills are considered an asset;
- Effective working skills of Microsoft Suite and Adobe Products;

## Working Conditions

- This position is based in West Vancouver, British Columbia, Remote work within the West Vancouver/North Shore constituency will be considered. Please apply online at <https://fnfmb.com/en/about-fmb/careers>.