



Employment Opportunity

Marketing & Events Assistant

Posting Number: 24-10
Duration: Permanent, Full Time
Location: KVA office and other venues or event sites
Hours: 35 hours per week (incl. some evenings & weekends)
Salary Range: \$23.95/hr - \$28.02/hr, plus benefits *Based on current wage grid.
This is a Bargaining Unit position (Public Service Alliance of Canada).

Scope of Responsibilities

Work closely with KVA staff, management, and volunteers. Plan and execute various KVA events and meetings. Assist, as directed, in the planning and implementation of KVA marketing activities, as well as KVA office administration.

Experience and Abilities

- Proven event planning, marketing, and implementation experience
- Proven ability to recruit and work cooperatively with volunteers
- Knowledge of local and regional partners
- Excellent written and oral communication skills in a variety of communications formats including the ability to assume public speaking roles
- Strong computer skills including internet, email, word-processing, and spreadsheet applications - knowledge of Adobe Creative Suite an asset
- Excellent time management, organizational and interpersonal skills including ability to work in a stressful environment and meet time sensitive deadlines
- Ability to work in a close teamwork situation, as well as to be self-motivated and unsupervised.
- Social media marketing and content creation skills considered an asset
- Community and tourism/visitor industry background an asset
- Valid Yukon driver's license & clean drivers abstract

Deadline

11:30pm, Wednesday, February 14, 2024. Applications with cover letter, resume, and references may be submitted Attention: Andy Cunningham, Marketing and Events Manager, to the KVA Offices in person or by email. We thank all applicants but only short listed candidates will be contacted.

Contact for Additional Information or to Apply:

Andy Cunningham, Marketing and Events Manager
Email: ACunningham@dawson.net