

## **Marketing & Communications Coordinator (Part-time)**

Term: 6-months, 15 hours per week

Salary: \$19/hour

### **Who We Are**

Envision Saint John: The Regional Growth Agency is the Saint John Region's lead economic development and visitor attraction agency, tasked with sustainably growing our economy and population. Governed by an independent Board of Directors, Envision Saint John is actively supported by the seven communities in the region that are our funding partners – Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton, Fundy-St. Martins and the Fundy Rural District. We collaborate with stakeholders to turn economic growth strategies into actionable initiatives.

### **The Opportunity**

We are looking for a part-time Marketing & Communications Coordinator for a six-month contract. In this position, you will report to the Director of Destination Marketing.

### **What you will do:**

- Website Maintenance: Assist in managing and updating content across various Envision Saint John-managed websites. For example, event and operator listings.
- Content Creation: Support the development of engaging content for digital platforms, including social media (reels, photos, growth stories), blogs, and website features as directed.
- Marketing Support: Assist in developing print and digital marketing materials for various service areas, ensuring consistency in branding and messaging. For example, signage and graphics.
- Social Media Support: Contribute to social media planning, helping to grow engagement and reach.
- Other administrative supports as assigned.

### **Your qualifications:**

- Post-secondary education (completed or in progress) in related field (marketing, communications, graphic design) or equivalent work experience.
- English – both written and verbal. Bilingualism (English and French) is an asset.
- Strong written and editorial skills for digital and print materials.
- Familiarity with design tools (Canva, Adobe Creative Suite, or similar) and website management platforms (Drupal or similar CMS).
- Experience with content creation and social media is an asset.
- Strong organizational skills with the ability to manage multiple projects.

Envision Saint John is committed to employment equity, fostering diversity within our community, and developing an inclusive workplace that reflects the richness of the broader community that we serve.

**How to apply:**

Please submit your cover letter and resume to:

**Chloe Goodyear, Administrative Assistant**

**Email: [recruit@envisionsaintjohn.com](mailto:recruit@envisionsaintjohn.com)**

**Deadline to apply:**

**July 11, 2025, 5:00PM**

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.