

Marketing & Communications Coordinator

Envision Saint John (Agency) is the Saint John Region's lead economic development and visitor attraction agency, tasked with sustainably growing our economy and population. We are governed by an independent Board of Directors and actively supported by the municipalities that are our key funding partners - Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton, Fundy-St. Martins, and the Fundy Rural District.

Envision Saint John is a convener, bringing together diverse stakeholders to develop a shared economic vision. We function as an economic intelligence hub, gathering and interpreting economic data that informs strategic decision-making. We work as an innovation accelerator, creating platforms and support mechanisms that help businesses and entrepreneurs start up and scale up. We are storytellers, crafting compelling narratives that attract visitors and new residents and reveal the region's economic potential to local, provincial, national, and international audiences.

The Opportunity

As Marketing & Communications Coordinator you will report to the Director of Marketing and support the marketing and sales needs of the broader Envision Saint John team.

What you will do:

- Assist in developing marketing materials that promote the region as an attractive place for visitors, residents, business and investment ensuring consistency in branding and messaging.
- Coordinate the development of bids, proposals, presentations, and promotional materials to support meetings, conventions, sporting events, and festivals.
- Collaborate with the sales teams to gather content, statistics, testimonials, photography, maps, and other materials required for competitive bid submissions.
- Maintain a library of current marketing assets, including images, videos, logos etc.
- Support site visits and familiarization tours by assisting with itineraries, welcome materials, signage, and branded collateral.
- Assist with the creation of customized marketing collateral for prospective clients and event organizers.
- Assist with event logistics and promotional activities at trade shows, conferences, and agency or industry events.
- Manage multiple marketing projects simultaneously while meeting deadlines.
- Liaise with graphic designers, printers, photographers, advertising agencies, and other vendors.
- Other administrative and communications supports as assigned.

Your qualifications:

- 2-4 years of experience in marketing, communications, tourism, economic development, event management, or a related field.

- Experience supporting sales teams or preparing proposals is considered an asset.
- Post-secondary education in related field (marketing, communications, business) or equivalent work experience.
- English – both written and verbal. Bilingualism (English and French) is an asset.
- Familiarity with design tools (Canva, Adobe Creative Suite, or similar) and website management platforms (WordPress/Drupal).
- Strong interpersonal skills with the ability to collaborate across service areas.
- Able to work in a fast-paced environment with multiple projects and tight deadlines.
- Highly detail-oriented and a creative problem solver.

Why Envision Saint John?

- **A Culture of Inclusivity:** We embrace and celebrate individual differences, creating an inclusive environment where every team member's voice is valued. We believe in harnessing the collective power of diverse perspectives to drive creativity and excellence in everything we do.
- **Empowerment and Autonomy:** We trust our employees to make informed decisions and take ownership of their work. Empowerment and autonomy are the pillars of our work culture, allowing you to unleash your full potential and bring your best ideas to life.
- **Collaboration at Its Best:** You'll be part of a collaborative ecosystem that encourages open communication and cross-functional collaboration. Together, we create a supportive network that helps each other succeed.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance. Our flexible work arrangements and generous time-off policies enable you to achieve harmony between your personal and professional life.
- **A Welcoming Workspace:** Our modern, state-of-the-art office is designed to inspire creativity and productivity. Comfortable breakout areas, well-equipped facilities, and a fun-filled ambiance make it a second home for our employees. Our office is centrally located in beautiful uptown Saint John, New Brunswick, with sweeping views of the region.

Benefits:

Annual Salary: \$58,744

- Health and wellness programs
- Regular team-building activities and social events
- Opportunities for professional development

How to apply:

Please submit your cover letter and resume to:

Chloe Goodyear, Office Coordinator

Email: recruit@envisionsaintjohn.com

Deadline to apply:

August 27, 2026, 5:00PM

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