



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

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## Marketing and Development Assistant

(Internal/External Posting)

**South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the xʷməθkwəʔəm (Musqueam), Skwxwú 7mesh (Squamish), and Səlíl lwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.**

**Program Description:** SVNH is looking for a Marketing & Development Assistant to support the South Vancouver Community Food Hub, which is an initiative in partnership with United Way BC and our network of community partners. Currently, we provide respectful and culturally appropriate food access for 300 households across 6 locations in the Sunset, Victoria-Fraserview and Killarney neighbourhoods.

We are looking for a creative and organized individual to support our Food Hub program's digital marketing, fundraising, and community engagement. The goal of this position is to enhance our reach and relationship building with donors, participants, and the community. This is a short-term summer position.

### Duties and Responsibilities (in order of priority):

#### *Communications:*

- Assess and develop digital marketing strategy for Food Hub program.
- Design marketing content and branding for Food Hub that is complementary to SVNH branding.

#### *Fundraising:*

- Assist with grant writing, searching for new fundraising opportunities, preparing reports, and tracking fund requests.
- Participate and support the Food Hub's Fundraising Committee activities and meetings.

#### *Community Engagement:*

- Plan summer engagement event for Food Hub participants in collaboration with program partners.
- Support community engagement opportunities, including outreach, holiday celebrations and surveys during community food distribution.

#### *Additional:*

- Support additional program and house wide activities as needed.

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## Skills and Qualifications:

- **This position is funded by the Canada Summer Jobs and to be eligible, youth must be:**
  - between 19 to 30 years of age at the start of the employment;
  - a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
  - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Experience or education related to marketing & communications, land and food systems, and/or community development.
- Demonstrative ability to create digital marketing content (ex. logo, banner, brochure, social media banners, etc.) using design software (ex. Canva, Adobe, etc.).
- Ability to demonstrate excellent written, interpersonal, and organizational skills.
- Interest in social justice and addressing root causes of food insecurity.
- Experience with grant writing, fundraising and/or event planning is an asset.
- Experience working in a multicultural community setting with seniors and adults is an asset.
- Fluency in English is required. Fluency of another language commonly spoken in South Vancouver (ex. Cantonese, Mandarin, Tagalog, Punjabi etc.) is an asset.
- Must clear criminal record check
- Basic First Aid is an asset

**Compensation:** \$20.21 per hour plus 4% vacation pay

**Job terms:** Full-time, 35 hours per week (flexible). Hours will be mutually determined with supervisor.

**Application Period:** May 8-22, 2024.

**Job Period:** June 17-August 9, 2024 (280 hours)

Please send cover letter and resume by email with subject "Food Hub Job Application" to:

Joey Liu, Food Security Manager, South Vancouver Neighbourhood House at: [joey.liu@southvan.org](mailto:joey.liu@southvan.org)

Only applications with **cover letter and resume** will be considered. In your cover letter, please share why you are interested, and how your skills, experience and/or education apply to this position. Please attach 1-2 samples of previous digital design work (ex. event poster, logo, social banner) to your application.

ANHBC is an equal opportunity employer. We value diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted. No phone calls.

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