

## Job Description

<b>Job Title</b>	<b>Marketing + Admin Assistant</b>
<b>Organization</b>	Gibsons Community Building Society (GCBS)
<b>Reports to</b>	Manager, Community Impact
<b>Term</b>	Regular; Full-time, 30 hrs/wk (4 days a week)
<b>Wage</b>	Individual Contributor Level I (starting \$16.75-\$20.50 hr)
<b>Job Summary</b>	Provides marketing, communications, and front desk admin support to the Gibsons Public Market and the Nicholas Sonntag Marine Education Centre.

### BACKGROUND

The Gibsons Community Building Society (GCBS) is a not-for-profit society that operates the Gibsons Public Market (GPM) and the Nicholas Sonntag Marine Education Centre (NSMEC).

Gibsons Public Market is a vibrant hub of coastal life. It is a community project that inspires and supports economic activities in the region and is a destination for Sunshine Coast residents and visitors where all are welcome to convene, learn, and enjoy local food, fresh produce, art and entertainment. It provides space for community activities, gatherings, workshops, a marine education centre, a community kitchen, and a bistro.

The Nicholas Sonntag Marine Education Centre features a collect-and-release aquarium home to over 200 creatures representing 70+ species, collected from the pristine waters of Átl'ka7tsem | Howe Sound and Sechelt Inlet. The Centre is designed to showcase the mystery, wonder, and magic of the fantastic undersea world at our doorstep, inviting visitors to discover how the ocean connects us to all of life and each other. It is open to the public, private tours, and other special events. It provides curriculum-based experiential marine education to students and educational day camps for children.

### JOB PURPOSE AND SUMMARY

As the first point of contact, the Marketing and Admin Assistant is a key role for the Gibsons Community Building Society, ensuring that all visitors to Gibsons Public Market and the Nicholas Sonntag Marine Education Centre feel genuinely welcomed. Additionally, this position supports marketing and communications tasks to ensure we maintain a strong community connection. All staff uphold the organization's community-centred, inclusive, accountable, respectful, collaborative, and resourceful values.

## **DUTIES**

### **MARKETING + COMMUNICATIONS**

- Social media posting and responding to questions from the public via social media
- Using Canva to create posters and other promotion materials for programs and events
- Documenting events and activities with photos and videos for social media
- Making updates to websites
- Support with laying out newsletter content
- Updating building screens + bulletin boards with new content
- Support the promotion of NSMEC + GPM programs and events
- Other duties, as required

### **ADMIN + OTHER (as required)**

- Working at the front reception desk for the building
- Opening and closing the building
- Answering and directing phone calls, emails and in-person inquiries
- Facilitating daily sales, memberships, and aquarium admissions
- Providing administrative, facility and event support when needed

## **QUALIFICATIONS & SKILLS**

- Interest in supporting meaningful community and environmental work
- Exceptional interpersonal skills, i.e. you are approachable, friendly, and enjoy talking to people
- Strong verbal and written English communication skills
- Team thinker, confident in asking questions and doing basic problem solving
- Observant and detail-oriented
- Experienced and intuitive with computers and smartphones - especially Google Suites
- A passion for creating content for Instagram, Facebook, and other social media platforms
- Experience with Canva or similar layout design programs
- Cash handling, point of sales systems (i.e. Square), balancing day sales
- Ability to follow directions and work independently
- Ability to be flexible and assist with in-house events and programs as needed
- Other duties may be assigned as required

## **WORKING CONDITIONS**

- Primarily onsite work in Gibsons
- Weekend work will be required (this could change over time)
- Occasionally evening work could be required (minimal)
- Ability to lift and move tables, chairs, and other equipment
- A vehicle and driver's license is an asset but not required