



Job Posting – Marketing Coordinator

Seasonal, Part-Time, 21 hours per week

Anticipated term: April 28 – August 29, 2025

Compensation: \$21.00 per hour

Tasks and Responsibilities:

Reporting to the General Manager and Director of Programming, the Marketing Coordinator is responsible for :

- Overseeing all Mackie Lake House communications, including social media posts, marketing materials, media releases
- Still photography of daily happenings as well as special events
- Assisting with special events as needed
- Conducting research to create historical content
- Joining team of summer interpreters when needed, to help provide guided tours of Mackie Lake House
- Key-holding responsibilities

Orientation and Training:

- Marketing coordinator will receive training from the General Manager and Director of Programming relating to the Mackie Lake House brand standards and guidelines
- Candidate will have full access to Mackie Lake House research and archive files
- Candidate will be given training for offering tours and the opportunity to shape tour delivery as per their interests

Qualifications:

- Candidate should have a very strong understanding of current social media platforms and trends, and should feel comfortable posting on platforms such as: Facebook, Instagram, Bluesky, and LinkedIn
- Strong communication skills required
- Knowledge of basic computer applications (including Microsoft Office, Canva, Google apps, etc.) required
- Graphic design knowledge and photography skills are an asset, equipment can be provided
- Record of translating PR into sales, growing follower base would be an asset
- Ability to multitask several projects concurrently
- Teamwork mindset
- Must be innovative, creative, and passionate about arts, culture, heritage, and storytelling

Submit cover letter, design or marketing samples, and resume to: manager@mackiehouse.ca by April 11, 2025. We would like to thank all applicants who apply; however, only those shortlisted will be contacted.

Please, no phone calls.

Mackie Lake House Foundation | 7804 Kidston Road, Coldstream, BC

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