



JOB POSTING!

Community Relations Coordinator

About us

Pivot Point specializes in behavioural and educational services to children, teens and adults with Diverse Abilities. We have a large staff of passionate service providers caring for the families we serve throughout the Province. We are seeking an optimistic and artistically talented marketing minded personality to join our Head Office team in South Surrey, BC... to tell the world about what we do!

“Pivot Point utilizes their guiding principles and values to create a safe and encouraging place to grow in my career!”

How you fit in

As part of our team of “**Admin Strength**” the Community Relations Coordinator plays a vital role by being Pivot Point’s main voice to the world! So if you enjoy fielding phone calls with a smile in your voice, crafting meaningful and interesting social media messages that help highlight our staff from around BC, spearheading marketing initiatives, and being part of a core administration team that supports our Province wide operations... you might be a great fit!

Nature and Scope

- Your position starts from 9 to 3 pm, Monday to Friday
- You will work from a dedicated desk at our South Surrey Head Office
- Your duties and responsibilities will grow as you become more familiar with the agency
- Your position is available immediately!

Key responsibilities

- **Marketing:** Developing and implementing online marketing campaigns involving email and FB groups, blogs and newsletters, AdWords, print media and more.
- **Social Media:** Developing, managing and curating content on our social media platforms such as Facebook, Instagram, and Twitter.
- **Events:** Promoting and supervising our events and workshops throughout the province. This includes providing training and support to regional Event Coordinators, and working with our Regional Managers to build dynamic events that make a positive impact on our communities.
- **Switchboard & Intake:** Completing intake calls (approx. 4 to 10 per day), greeting guests who arrive at Head Office, and responding to online intake requests and other emails & information requests.
- **Admin Support:** Provide general administrative support to other admin team members, such as scheduling meetings, typing and distributing meeting minutes, formatting policy manuals and reports, etc.
- **Track Progress:** Using google analytics and other metrics to monitor and report on effectiveness of initiatives, and the growing reach of the department.

Is this YOU?

Are YOU the Admin Strength we’re looking for?



More excitement on page 2!

Fun facts

Starting wage: \$16 - \$18 / hour depending on experience and education!

Nice combination of autonomous work AND collaboration with others!

Great advancement and career opportunities!

Medical and Dental benefits available!

Report to your Office Manager and the Executive Director each month!

Desired qualities

- Moderate to comprehensive understanding of digital marketing strategies
- Familiarity with Hootsuite & FaceBook Scheduling
- Independent, self-motivated, and highly efficient worker
- Strong problem solving skills and excellent time-management skills
- Positive and professional personality, able to build on our strong and pleasant office environment
- Able to respond well under pressure
- Knowledge of, or experience working within the social service sector
- Cultural awareness and alternate languages are an asset!

Required qualities

You MUST be able to provide the following:

- An amazing and positive personality!
- Proof that you are over 19 years old
- A clear Criminal Record Check
- Proficiency with Google Drive (Specifically Google Docs and Google Sheets)
- Extensive experience with Microsoft Word and Excel
- Experience with WordPress
- Experience with social media for business use
- Exceptional communication skills both verbal and written
- Strong attention to detail
- Talent for graphic design, and presenting meaningful messages through images

To apply...

Please visit pivotpoint.ca/apply-now to complete your application today!



Apply to Work With Us Today!

Let's see if you caught that detail!

You can *ONLY* apply through our website, so please to go PivotPoint.ca/Apply-Now and fill out our simple online application and tell us why you shine! :-)
www.pivotpoint.ca

Head Office Mailing Address

#24 15515 24th Avenue
Surrey, BC, Canada,

Scan and quickly jump to our website!





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