

Marketing Coordinator (Graphic Designer)

About Peninsula Co-op

Peninsula Co-op is a Vancouver Island co-operative with collective roots dating back 60 years. Our core business is in grocery, petroleum, car wash, convenience and liquor stores. We have 18 retail gas locations from Sidney to Duncan, in Comox and Campbell River; several cardlock locations; 2 liquor stores; and a food store.

Peninsula Co-op is a different kind of business. Being a co-operative, we're owned by more than 108,000 local members and we proudly share our profits with our members, our community and our staff. Experience the Co-op difference and apply today!

About this Position

The Marketing Coordinator works out of our main office on Keating X Road in Saanichton. This role is centered primarily on graphic design work but may include some administrative and project management tasks as well. This is a full-time role, requiring some weekend or evening work at certain times of the year, to assist with special projects and events. This position works alongside the Community Coordinator, and reports to the Director of Marketing & Community Relations.

We are looking for someone with the following characteristics and skill-set:

- Friendly, professional approach
- Strong interpersonal and leadership skills
- Professional yet creative verbal and written communication skills
- Detail-oriented with strong organizational skills
- Resourcefulness to resolve problems and work independently
- Ability to work in a fast-paced environment where work priorities can change quickly
- Demonstrated ability to maintain confidentiality and protect private information
- General software proficiency: Excel, Word, PowerPoint, WordPress
- Design software proficiency: InDesign, Illustrator and Photoshop
- Previous experience in a similar role is an asset

Responsibilities:

- Design and print coordination for signage, collateral, annual reports and other marketing materials
- Design for web, social, digital, and print advertising
- Electronic file and document management
- Overseeing creative and content updates of the website
- Coordinating file and material delivery with vendor partners
- Assisting with the preparation of presentations
- Completing other tasks and projects as needed

Benefits

We offer a full benefits package at 3 months of employment, including extended health, dental, disability, life insurance and a pension plan. Co-op team members enjoy flexible hours, profit sharing, fitness memberships / reimbursements, social activities, volunteer opportunities, and opportunities for professional development. We reward hard work, dedication and results.

Deadline to apply: Sunday, July 25, 2021

How to Apply

Please send your cover letter and resume to Human Resources by Sunday, July 25, 2021:

- Via the link from this website, or
- Via the Employment page at the Peninsula Co-op website: www.peninsulaco-op.com

Date posted: July 12, 2021