



KamloopsMusicCollective.ca  
info@KamloopsMusicCollective.ca  
423 St. Paul Street, Kamloops BC

**MAILING ADDRESS**  
P.O. Box 983 Kamloops BC V2C 6H1

**236.425.4221**

## **Kamloops Music Collective**

### **Assistant Marketing & Program Coordinator**

The Assistant Marketing & Program Coordinator of the Kamloops Music Collective will need to undertake a variety of administrative and program management related tasks. The Assistant Marketing & Program Coordinator will help in planning and execution of programs and activities as well as carry out operational and administrative duties.

To be successful in this role, you must be organized and detail-oriented. It is also incredibly important that this person loves working with children, and experience working with children is preferred. Further skills in administrative support would be considered an asset. It would also be beneficial that this person has some experience with music, art and/or theatre.

#### **The successful applicant will be responsible for:**

- Assisting with the planning and marketing of the Kamloops Music Collective's programs and events
- Managing mail campaigns for small donations
- Working independently and as part of a team to deliver music education programming
- Managing small groups of children in program settings
- Collaborate with other staff to organize marketing activities and scheduling for programs and events
- Supporting program development through development of logs and social media content
- Building positive relations within the team and external parties
- Managing communications through social media
- Keeping updated records
- Developing marketing materials for programs and events
- Providing accurate and quality customer service and information for all inquiries via phone, mail or email.
- Providing timely responses to all requests and inquiries.
- Complete event/ program debrief documents



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## Requirements

- High School Graduate mandatory, post secondary education preferred
- Willingness to work as part of a team
- Experience with children
- Tech savvy, proficient in the Microsoft Office Suite, Canva and other online programs
- Ability to work in a diverse team
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Ability to work collaboratively with internal and external contacts

## Key Skills and Competencies

- **Client Service:** Client Service refers to the ability to communicate efficiently and professionally with clients . For the Kamloops Music Collective, this includes parents, students, community members, sponsors, donors, ect.
- **Teamwork:** As a lot of our work involves collaborating with other KMC staff members, it is of the utmost importance that our employees are team players, and are able to adapt to whichever role is required of them. This position often requires splitting into small groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.
- **Communication:** As this role carries a lot of autonomy, communication with your co-workers and with KMC administration is key to the organization running smoothly and efficiently. You will be required to communicate effectively and respectfully with your co-workers, KMC administrative staff, stakeholders, and community members.
- **Digital Skills:** At the Kamloops Music Collective, we primarily use digital technology for creating, saving and disseminating information. Some of the main software platforms that we utilize are Google drive, Google sheets, Google docs, Wix, Hootsuite, Canva and Zone4. In order to be successful in this role, one must be able to learn and utilize these programs.
- **Leadership:** In our organization, we believe that a leader is someone that has strong communication skills, is honest, has the ability to delegate and is good at building and maintaining positive relationships. Leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.



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## Working Conditions

- Primarily working in a small office setting. Requires sitting for long periods of time.
- Extensive use of computer and office equipment; prolonged exposure to a computer monitor
- Flexible working hours – may require occasional evenings and weekends
- Will involve local travel
- Job requires light physical exertion

Hours 30 per week

Pay \$17.00 per hour

To apply please send a cover letter and resume to [info@KamloopsMusicCollective.ca](mailto:info@KamloopsMusicCollective.ca). We thank everyone who applies, but only candidates who are chosen for an interview will be contacted.