



# BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SUPPORT DOGS • PTSD SERVICE DOGS



Serving those who served  
A Division of BC Guide Dogs

## **Marketing Assistant - Canada Summer Jobs Posting**

**Term - 8 weeks (start date flexible – must end Friday August 30<sup>th</sup>)**

**Hours – Full-time (M-F 37.5 hours/week – flexible for some weekend events)**

**Location - Ladner, BC**

**Pay rate: \$15/hour**

BC Guide Dogs is seeking a motivated individual with a passion for marketing and making a difference with a non-profit, charity organization.

This role will offer you great hands-on experience in a dynamic, fast-paced charity while you bring your social media savvy, writing and design skills and marketing acumen to support the Manager of Communications in achieving goals and outcomes for the organization.

Specific tasks include but are not limited to:

- Supporting social media strategy, posts and calendar
- Supporting development and production of marketing assets
- Helping maintain and update the website
- Helping with donor stewardship (donor service/appreciation)
- Developing marketing strategies for fundraising events and activities
- Building awareness through community outreach activities and initiatives
- Providing support to special events
- General office and administrative tasks

### **Skills & Qualifications**

- Must be attending post-secondary institution, preferably in a marketing, communications or business program.
- Strong interpersonal skills, including written and verbal communication.
- Strong customer service skills.
- Excellent discretion in dealing with confidential and sensitive matters.
- Able to work independently with a variable workflow while maintaining appropriate priorities and executing timely deliverables.
- Experience with Microsoft Office Suite, including PowerPoint, Word and Excel programs.

## **About Us**

BC Guide Dogs is a registered charity that provides professionally trained Guide Dogs to blind and visually impaired individuals, Autism Support Dogs to children with profound autism and their families, and PTSD Service Dogs to Veterans and retired RCMP living with Post Traumatic Stress. Every individual and family that receives a Guide or Service Dog is provided training and support services, as well as long-term support for the working life of that dog, usually 8 years. Our Guide and Service Dogs and support services are provided at no cost to the recipient. Our organization operates through the generous donations we receive annually, and the dedication of over 200 volunteers.

## **How to Apply**

Please email your cover letter and resume to:

Cathy Nidoski  
Director, Development and Communications  
BC & Alberta Guide Dogs  
Email: [cathy.nidoski@bcguidedog.com](mailto:cathy.nidoski@bcguidedog.com)

We thank all applicants, however, only those selected for an interview will be contacted.  
No phone calls please.