

## **Administrative Associate - Marketing & Communications**

**Vancouver, BC (UBC Campus)**

**Full-time, permanent**

### **Carey Theological College**

Carey Theological College is located within the academic setting of UBC's scenic Vancouver campus. We are a small, innovative Christian college in the midst of an exciting time of growth. In addition to providing a Christian residence for UBC undergraduate students, we offer online graduate theological education to pastors and ministry leaders around the world. We act like a start-up. We expect you to take ownership of your work and put systems and processes in place. This will free you up to bring high-value, high-touch work and service to those who we serve; our students, guests and supporters. Of utmost importance, is having a heart to serve with humility.

### **Essential Functions/Responsibilities**

The qualified candidate will be responsible for providing administrative support and on-the-ground marketing and communications activities to the executive leadership. Minimum qualifications include:

- Two to five years progressively responsible administrative and project management experience with strong writing skills
- Ability to operate and use cloud-based systems and develop processes and protocols around them
- Ability to deeply understand Carey's operations and objectively monitor the pulse and rhythm of the organization
- Demonstrated ability to work in a team environment
- Demonstrated ability to organize, prioritize and complete multiple tasks within a fast-paced work environment
- Demonstrated ability to perform work with deliberate speed and accuracy without immediate and constant supervision
- Demonstrated ability to exercise good judgment in recognizing scope of authority and protecting confidential information
- Strong customer service, interpersonal and communication skills are essential for this role
- English and Chinese (Cantonese and/or Mandarin) bilingual/trilingual language capacity is an asset

### **Duties include**

- Provide strong written communication including writing copy for marketing materials, grant proposals, public reports, presentations, Board and Senate communication, and other materials generated by Carey
- Project manage marketing and communications, advancement and other initiatives
- Coordinate internal and external events
- Maintain Carey' social media accounts, websites and other marketing and communication media
- Provide strong administrative support as it relates to marketing and communications to the executive leadership team as required
- Develop and maintain marketing budgets and related financial reports
- Ensure the integration of these activities within Carey's various ministries and operations
- Provide regular reports to the executive leadership on progress towards established targets
- Other duties as may be assigned from time-to-time

## **Compensation**

On top of your salary and vacation, a comprehensive benefits package after three months of employment includes:

- 6% matched contribution pension plan;
- extended dental and health benefits;
- life and accidental death and dismemberment insurance;
- on-campus parking discounts;
- meal discounts;
- tuition support for Carey courses; and
- professional development allowances.

This is a full-time position with the possibility of remote/hybrid work as appropriate. The ability to legally work in Canada (as a citizen, resident or holding other current and valid work permit) is preferred.

Interviews will take place until the position is filled with a start date as soon as possible. Applicants should submit a cover letter, resume and up to one-page description describing a project you completed (i.e. describe the goal of the project, the specific steps you took to complete it and what were the quantitative and qualitative results) to the attention of the Vice-President, Operations, Carey Theological College at [careyjobpostings@carey-edu.ca](mailto:careyjobpostings@carey-edu.ca).

\*Carey is a ministry of the Canadian Baptists of Western Canada.