



Job posting for 105 Gibson Centre

About 105 Gibson Centre

Situated at 105 Gibson Drive in Markham, 105 Gibson Centre is a 47,000-square-foot Christian centre. Our mission is to serve the locals and those in need, and to share with them the compassion and hope of Jesus. We provide relevant and diversified social services, such as youth and older adults programs, community education, food bank, cultural and recreational activities. 105 Gibson Centre also partners with various local organizations to provide comprehensive tailor-made services to the community. 105 Gibson Centre opened in Oct 2013 and runs for around 80 hours a week. We have captured 50,000 visits through rental and programs and 7,000 individuals have registered in our programs or services.

We are looking for a candidate for the following post immediately:

Marketing Coordinator (Part-time, 10 - 12 hours/ week)

We are looking for a compassionate and outgoing individual who love to serve the community. As a Marketing Coordinator, you will have the opportunity to use your passion and creativity to develop communication campaigns for 105 Gibson Centre. You will also handle the editorial jobs for the publication materials. Reporting to the Business Development Manager, you will work with the ministry teams, as well as different media representatives across the region.

This position is responsible for but not limited to:

- Support the ministries with coordination, creation, organization and delivery of marketing campaigns
- Create dynamic written, graphic and video content for all marketing materials
- Work closely with creative team for developing marketing materials
- Modify, update and review all marketing materials
- Handle periodical publication materials, including concept development, writing, editing, debriefing creative team for design and printing
- Coordinate and attend company events to capture content for communication purpose
- Work with web designer, coordinate all digital communication materials
- Research, monitor, analyze and report on internal and external data

Skills / Qualifications:

- Bachelor degree in marketing, journalism, and/or communications is required or an acceptable equivalent combination of education and experience
- Experience Required: 5+ years with marketing communication experience
- Strong writing skills (please provide examples)
- Excellent critical thinking, problem-solving, and analytic skills
- Highly creative and willing to contribute to team discussions, collaboration and design direction
- Ability to work independently yet be a very strong communicator
- Detail oriented
- Strong multitasking skills and be able to work under tight deadlines
- Strong organizational and communication skills, both oral and written
- Excellent knowledge of all MS Office applications
- Knowledge of design software is an advantage
- Experience in serving Christian Organization
- Language prefer – English, Cantonese and Mandarin

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources

105 Gibson Centre

105 Gibson Drive, Markham, L3R3K7

Email: HR@105gibson.com

Webpage: 105gibson.com

Deadline for applications: July 10, 2020

We thank all applicants, however, only those considered for an interview will be contacted.