



## **MARKETING COORDINATOR**

**Permanent, Part-Time Flexible (20-24 hours a week) (office and home)**

**Closing Date: Open until filled**

Vanguard College is a bible college which exists to develop and mobilize Spirit-empowered leaders to be fruitful in God's mission. With 150 students on campus, 60 students on-line and approximately 30 staff we uphold the shared vision and values of Vanguard College and seek to make a significant contribution in shaping and inspiring the next generation of leaders for the kingdom of God in Alberta and beyond. Vanguard College offers specializations in Pastoral, Youth, Missions, Children's and Family, Worship, and Pastoral Care & Counselling.

Reporting to the Enrolment Services Director, the Marketing Coordinator supports the Enrolment Department by overseeing and executing all marketing initiatives including social media, graphics, video, and photography content, and developing relationships with prospective students.

### **Key Functions:**

1. Marketing – Further the branding initiatives of Vanguard College through design and marketing.
2. Recruitment – Assist in recruiting prospective students through internal and external events

### **Key Skills:**

1. Experience in graphic design and video production, including use of Adobe Creative Suite and Final Cut pro or equivalent.
2. Skilled in the use of video and photography equipment.
3. Understanding of marketing elements (including traditional and digital marketing such as SEO, social media, print advertising etc.) and market research methods.
4. Excellent written and communication skills.
5. Experience in project management
6. Able to work independently and as part of a team.

### **Education and Experience:**

- Post-secondary Diploma or Degree
- Minimum 2 years' experience in related field
- Evidence of life and experience in like-minded Christian community
- Commitment to shared values, mission and vision.

We thank all applicants for their interest. If you identify with these values and possess these skills, please send your cover letter and resume to [humanresources@vanguardcollege.com](mailto:humanresources@vanguardcollege.com).

Please note in the subject line: Marketing Coordinator - Vanguard College.