



TRAIL FAMILY AND INDIVIDUAL RESOURCE CENTRE SOCIETY

WORKING WITH FAMILIES FOR A STRONG COMMUNITY

2079 COLUMBIA AVENUE TRAIL BC V1R 1K7 PHONE: 250-364-2326 www.trailfair.ca

INTERNAL/EXTERNAL JOB POSTING **Communications and Marketing Assistant**

Trail FAIR Society has openings to join the team and is accepting applications for a **Communications and Marketing Assistant**.

WHY JOIN THE FAIR TEAM?

We strive to attract, retain and motivate talented people to attain our vision of strengthening communities by providing customized tools and resources to overcome individual obstacles and family challenges. FAIR offers many opportunities for growth and advancement within the agency. Our total compensation plan includes a benefits package that represents our commitment to employee health and wellness and includes (as applicable per FAIR policy and plan rules):

- paid vacation leave
- paid sick leave (at 100%)
- paid birthday hours off in the month of your birthday
- compressed work week upon approval
- Municipal Pension Plan
- Extended Health and Welfare benefits

Communications and Marketing Assistant: This position is 8 hours per week. The hours of work are flexible to meet agency needs. Remuneration is at FAIR Wage Grid 10. For new FAIR employees, Step 1 of the Grid is \$26.73 per hour plus benefits as per FAIR policy. This position reports to the Executive Director.

Job Summary

This role is responsible for the content creation, the execution and maintenance of the Trail FAIR Society website and social media and print marketing initiatives. This role ensures that print, web and social media content is accurate, accessible, and visually engaging, contributing to a strong communication experience for donors and the community. This position is responsible for organizing and attending special events on behalf the organization, as well as creating, editing and ordering agency promotional materials. This role is responsible for assisting agency staff with developing internal forms, and marketing documents that meet agency branding standards.

Qualifications

Education and Experience:

- Post-secondary education in communications, marketing, digital media, or a related field.
- 2–5 years of experience in digital communications or marketing

• BUILDING BEAUTIFUL BABIES (PREGNANCY OUTREACH) • CHILDREN WHO WITNESS ABUSE COUNSELLING • CHILDREN'S COMMUNICATION GROUPS •
• CORE FOR PARENTS • DENTAL ACCESS FUND • FAMILY COUNSELLING • FAMILY SERVICE WORKERS • FAMILY SUPPORT WORKERS •
• NOBODY'S PERFECT PARENTING GROUPS • NOVA VITA SECOND STAGE HOUSING • REGIONAL 24 HOUR CRISIS & INFO LINE •
• REGIONAL MHA CONSUMER, FAMILY & PEER SUPPORT • SEXUAL ABUSE INTERVENTION • SPECIALIZED VICTIM SERVICES •
• STOP THE VIOLENCE COUNSELLING • TRAIL & CASTLEGAR CHILDCARE RESOURCE & REFERRAL • WINS 24 HOUR TRANSITION HOUSE •



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- Experience with content management systems (WordPress, Drupal, or similar) and marketing tools (Canva).
- Strong attention to detail, and highly organized and creative
- Excellent communication and teamwork skills with a collaborative, solution-oriented mindset.
- Experience creating and implementing marketing strategies to effectively communicate the services we provide while supporting and achieving fundraising goals.

A valid BC driver's license and unrestricted access to a vehicle are required.

Applicants should submit a cover letter and resume to Kristine Forbes, Executive Director, by email at: kforbes@trailfair.ca by July 31, 2026 at 4:30pm

Note: All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*