



Corporate Communications Coordinator – The Burnaby Board of Trade

Bring your communications skills across a wide range of media and medium to an exciting full time position at the Burnaby Board of Trade.

The Burnaby Board of Trade has a full time opening for Corporate Communications Coordinator to join the Communications and Marketing Team. This key role supports communications deliverables for different departments within the Board including, Membership, Advocacy, Events and Administration.

You enjoy a fast paced environment where you bring your outgoing spirit of collaboration to a variety of communications, coordination and support tasks. You're as eager to write for social media and the web as you are to write communications on behalf of the CEO and our membership team. The Burnaby Board of Trade is a member-based organization and it's essential that the successful candidate is comfortable interacting and networking with members and the public.

Job Description

Reporting to: Manager, Marketing, Programs and Sustainability

Responsibilities

- Write copy for promotional and marketing materials
- Write web copy for various BBOT web sites
- Compose communications on behalf of Board and CEO
- Media Communications (press releases, media advisories)
- Provision of copy and content ideas for BBOT newspaper The Burnaby Business News
- Produce weekly e-Newsletter.
- You're comfortable with social media and understand how to provide relevant, engaging content across social media channels including Linked In, Facebook and Twitter
- Updating content on BBOT web platforms using Wordpress
- Coordination of various BBOT committees including agenda creation, minutes and scheduling
- Occasional front desk and event support

Skills and Experience

- Post-secondary education in a discipline relevant to communications, marketing, journalism, public relations.
- Excellent communications skills, especially verbal and written; a portfolio of prior work required.
- Ability to communicate messages in a professional and engaging manner designed to generate support in a target audience.
- Exceptional organizational abilities and time management skills; ability to meet deadlines, multitask and prioritize.
- Experience in developing, implementing and evaluating communication plans and materials.
- Strong computer skills and excellent knowledge of MS Office programs as well as Power Point, Constant Contact and Survey Monkey.
- Good knowledge of website management as well as social media experience.
- A commitment to working cooperatively in a team environment with staff, board of directors, volunteers and public; participating in regular meetings.

Working Conditions

Must be available for occasional work outside of regular office hours, including evenings, mornings and weekends, as required.

About the Burnaby Board of Trade

The Burnaby Board of Trade is Burnaby's pre-eminent member-based business association. The BBOT brings businesses together to develop strong networks, represents the interests of the business community to local government, and fosters economic development. We also provide a range of services and benefits to our members such as specialized or exclusive events and workshops, and discounted rates on common business expenses. Recognized as the economic development arm of the [City of Burnaby](#), the BBOT works closely with the municipality and is a key part in the City's economic development strategy. The BBOT promotes the triple bottom line of economic, social and environmental sustainability.

Please send your resume and cover letter with writing samples to:

Tessa Vanderkop – Manager, Marketing, Programs and Sustainability tessa@bbot.ca