

Summer Marketing Assistant with Navigator Ministries

About

Navigator Ministries is a non-profit organization focused on helping Christians become better financial stewards. We are located on the Southside of Edmonton, Alberta.

Find out more about the business at:

www.navigatorfinancial.com

www.navigatorministries.org

We are currently seeking a Marketing Assistant on a part-time basis, that could eventually turn into a full-time position. This person can play a vital role in helping us create an awareness of our ministry in the wider community and provide important follow-up to seminar attendees and faith leaders.

Compensation

Wage: \$18 to 20.00 per hour depending on experience.

A health spending account with the opportunity for bonuses based on excellence and forward thinking.

Free parking.

Hours

You will have flexibility in terms of hours.

Duties and Responsibilities

Duties fall under two main categories:

1) Marketing

- a. Be responsible for communications, i.e. newsletters, special letters, ongoing correspondence, etc.
- b. Coordination of our marketing efforts and promotion of our brand.
- c. Provide seminar materials to organizations hosting our seminars.
- d. Ensure seminar presenter has what they need for presentations.
- e. Attend seminars when available.
- f. Follow-up on seminar feedback and request for information.
- g. Ordering promotional materials and supplies.
- h. Website entries and maintenance.

2) Administration

- a. Assisting in preparing for client meetings and seminars.
- b. Review and process instructions from President.
- c. Review paperwork for accuracy and completeness.
- d. Respond to and follow up on inquiries.
- e. Maintain proper documentation re clients, associates, product providers, etc.

- f. Filing and file (paper & electronic) maintenance.
- 3) Special Duties
 - a. Helping President publish book(s) – could be a learn as you go project.

Qualifications

Individual should possess the following skills:

- 1) Teachability.
- 2) Good communication and people skills (phone and in person).
- 3) Graphic Skills.
- 4) Knowledge of how to utilize webinars effectively.
- 5) Computer skills using Word, Excel, PowerPoint, etc.
- 6) Strong attention to detail.
- 7) Ability to work as a team member and as an individual.
- 8) Time management and organizational skills.
- 9) Ability to adapt and be flexible.
- 10) Problem solving and decision making skills.
- 11) Dependability and consistency.
- 12) Ability to be creative and innovative.

Starting date: May 2024

Closing Date: Until the position is filled.

Please send resume and cover letter to John Kok, john@navigatorfinancial.com