

ABOUT THE POSITION

Terminal City Club, Vancouver's Premier Private Members Club. As a 'Platinum Club of the World' and Club Management Association of Canada's (CMAC) '2020 Club of the Year', we create a welcoming atmosphere for our members and guests with the opportunity to forge new business connections, host clients, entertain friends, keep fit and relax.

Terminal City Club has 11 meeting spaces, 2 ballrooms, 2 restaurants, 1 pub, 1 wine & cocktail lounge, 6 billiards tables, 3 squash courts, a four-lane 25-meter swimming pool, a state-of-the-art fitness centre and licensed patios on four levels of The Club with sweeping views of the North Shore mountains. Our members and guests are the backbone of our organization, and we strive to uphold and enhance the tradition of service on which the Club was founded in 1892.

JOB RESPONSIBILITIES

- Work with the Membership & Marketing team on the execution of the marketing activities for Club
- Design marketing and promotional materials and presentations to generate brand awareness
- Provide in-house design support to various departments within the Club
- Maintain and engage on social media accounts, particularly Instagram and Facebook
- Create content, curate visual images, prioritize posts based on demand and performance
- Take photos as needed (Club spaces, food, cocktails, etc.) for social media
- Setup, track, measure and optimize social media campaigns
- Update the Club's websites, using HTML or WordPress
- Coordinate the Club's printing and vendor relationships as they relate to marketing and communications

REQUIRED SKILLS AND EXPERIENCE

- Degree in Communications, Marketing, or Business, or equivalent combination of education and experience
- Demonstrate hands-on skills in Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat)
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Possess solid understanding of multimedia design and experience building files print and digital
- Basic understanding of HTML
- Understanding of social media channels, management, etc
- Well organized, task and time efficient, ability to manage multiple projects, strong attention to detail
- Resourceful and proactive in seeking out solutions
- Excellent verbal and written communication skills
- A team player with high level of dedication
- Willingly takes on new projects and challenges
- Photography and video editing skills would be an asset

HOW TO APPLY

Please submit your cover letter and resume to: Jennifer Silver, Director of Membership & Marketing at jsilver@tcclub.com.

We thank all applicants for their interest; those being considered will be contacted.