



SURREY CRIME PREVENTION SOCIETY
ENHANCING COMMUNITY SAFETY TOGETHER

Job Posting

Marketing & Sponsorship Specialist

Company: Surrey Crime Prevention Society

Job Summary

Surrey Crime Prevention Society (SCPS) is currently seeking a Marketing & Sponsorship Specialist. SCPS is a not-for-profit organization that works closely with our community partners to enhance community safety in the City of Surrey. We are offering a 3-month contract to a candidate with a passion for community engagement (with a possibility of extension contingent to funding).

Key Responsibilities

The successful candidate will be responsible for three key areas:

1. Membership Development
2. Marketing Communications
3. Social Media Content and Graphic Design
4. Website Management
5. Accounting and Administrative Duties

Membership Development:

Membership development is the key component of this position. The candidate will be responsible for full cycle membership recruitment, including calling local businesses for year round membership drives, managing membership databases, invoicing and receipts for members, creating membership content and regular member engagement.

Marketing Communications:

The candidate will be responsible for developing marketing and communications collateral, collecting data, maintaining social media outlets, developing content and extensively participating in community engagement.

Social Media Content and Graphic Design:

The candidate will be responsible for supporting the development of social media content with the use of Canva, Hootsuite and Social Media outlets. The candidate must be familiar with social media channels including but not limited to Twitter, Instagram and Facebook.



SURREY CRIME PREVENTION SOCIETY
ENHANCING COMMUNITY SAFETY TOGETHER

Website Management

The candidate will ensure that all website functions, metrics, and pages are operating successfully. The candidate will also make sure that content, images and graphics are up-to-date with current SCPS programs, events and statements. These changes will be achieved through the use of Wix website management.

Accounting and Administrative Work

The candidate successful in this position will support SCPS' sponsorship and funding efforts by generating and issuing invoices and receipts through Quickbooks software and Adobe Suite. Furthermore, the candidate is expected to fulfill administrative duties as required.

Skills & Qualifications

- A candidate with an educational focus in marketing and communications – this entry level position is ideal for a new graduate
- Experience in telecommunications and | or business engagement is an asset
- Excellent communications skills (both written and verbal)
- Experience developing marketing collateral is an asset
- Comfortable working independently and in a team-based environment
- Familiarity with all social media applications –i.e. Instagram, Twitter, Facebook, LinkedIn and other potential platforms
- Experience designing, scheduling and posting online content- i.e. through the use of Canva, HootSuite, and Wix website management.
- Experience in coordinating and planning special events and community initiatives – strong organizational and time management skills
- The successful candidate must pass a criminal background check**

Company Profile

Mission:

Surrey Crime Prevention Society is dedicated to fostering community safety and well-being by adopting a comprehensive **360° holistic approach**. Through the tireless efforts of our trained and passionate youth volunteers, we strive to create safer neighborhoods, enhance public awareness, and cultivate positive partnerships within our community. Our



SURREY CRIME PREVENTION SOCIETY
ENHANCING COMMUNITY SAFETY TOGETHER

commitment lies in aligning our actions with the shared objectives of our valued community partners as we work together to build a safer and more secure future for all.

Vision:

Surrey Crime Prevention Society is an unwavering and trusted ally, leading the charge in elevating community safety within the diverse City of Surrey. We aspire to be the cornerstone of safety initiatives, pioneering innovative solutions, and fostering a united community that thrives in a secure environment. Our vision is a Surrey where every resident feels safe, supported, and empowered to contribute to a harmonious and prosperous community.

Location	Surrey, BC
Hourly Wage	\$23.00 per hour
Hours	30 hours per week Must be available between 8am-4pm Monday, Wednesday, Thursday, and Friday
Application Deadline	Friday, December 13th 2024

**To apply send your cover letter and resume to aman@preventcrime.ca
in PDF Format**