



Junior Marketing Coordinator – Vancouver

WHO WE ARE

Anchored in our purpose to help clients achieve their financial goals, Odlum Brown has remained an independent, full-service investment firm for over 100 years. Wholly owned by its team members, the firm continues its tradition of leadership in the financial community as one of BC's most respected investment firms.

We are honoured to be nationally recognized as one of Canada's Best Managed Companies and one of Canada's Most Admired™ Corporate Cultures, and to share the achievement of a century in business with our valued team members, clients and communities.

CULTURE AND VALUES

Guided by a set of timeless core values – Clients First, People, Accountability, Independence, Integrity and Community – we are very proud of the vibrant, ever-evolving culture that we have built over the years. These values are the cornerstone of our culture and the principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers – all with diverse backgrounds and experiences to share from around the globe. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. A recipient of a Canada's Volunteer Award from the Government of Canada, we are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We have an opportunity for a Junior Marketing Coordinator to join our Marketing and Communications team in Vancouver.

WHAT YOU'LL DO

Reporting to the Manager, Marketing and Communications Strategy, you will be responsible for a wide range of marketing and communications-related responsibilities, including supporting the team's initiatives in areas such as events, community partnerships, social media, advisor marketing, advertising, internal communications, and promotional materials and merchandise.

RESPONSIBILITIES

- Write, design, coordinate and publish internal and external communications and marketing materials
- Provide marketing and communications support to the firm's retail advisory team



- Support the planning and execution of client, firm and community-sponsored events
- Execute daily media monitoring and other data tracking and analysis activities
- Manage inventory and distribution of promotional items, including print materials, merchandise and brand signage
- Perform graphic design and video and photo editing to create and contribute to eye-catching materials
- Champion the firm's brand and uphold the firm's core values across all activities and deliverables
- Perform other duties and special projects, as required

KNOWLEDGE AND EXPERIENCE

- 1-2 years' work experience in a similar role
- Post-secondary education in a field related to marketing, communications and/or business
- Exceptional verbal and written communication skills
- Strong attention to detail and organizational skills
- A high degree of professionalism, initiative and self-discipline
- Ability to thrive in a fast-paced environment and balance competing priorities
- Flexible, helpful and eager to contribute to a high-performing team
- Intermediate proficiency in Microsoft 365
- Experience with the Adobe Creative Cloud would be an asset
- Experience planning and executing corporate events would be an asset

WHAT WE OFFER

A culture of openness, collaboration and respect is foundational to our firm. We are a diverse, driven group of individuals who genuinely care about one another and encourage and appreciate each other's contributions. We believe in rewarding team members and do this by providing a competitive total rewards package that is fair and equitable; mentorship programs; flexible work options; and a variety of professional development opportunities to expand your career. This role has an expected salary of \$47,000 - \$55,000/year, plus the potential for bonuses.

Our team is growing, and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this role, we invite you to submit a cover letter and resume to careers@odlumbrown.com by **August 14, 2024**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.