



Marketing Coordinator

Dilworth Quality Homes (DQH) is a leading builder/developer in the Okanagan. DQH has twice been awarded the Best Large Volume Builder and was voted Best Builder 2014 by the readers of Okanagan Life Magazine. We are seeking an experienced, high energy, goal oriented **Marketing Coordinator** to join and support the marketing and sales division in Kelowna, BC.

Responsibilities

- Undertake to know Dilworth Homes, our systems, and take ownership of your areas of work;
- Reporting to the Manager, Marketing and Sales you would be involved in:
 - o Updating website using WordPress
 - o Helping to create electronic newsletters in MailChimp
 - o Managing social media platforms including Facebook, Instagram and Corporate webpage
- Assist with special events, marketing collateral preparation;
- Ensure websites, MLS, and social media posts are accurate, up to date, and use current photos.

Qualifications

Must have:

- Strong and effective communication skills, both verbal and written;
- Have strong administration & reporting capabilities;
- Attention to detail; highly organized both in paper and electronic formats;
- Positive attitude and be self-motivated;
- Proficiency in word and excel;
- Ability to use WordPress;
- Be outgoing, upbeat, and maintain a professional image;
- Familiarity and skills in Adobe Creative Suite;
- Ability to work independently and work towards achieving predetermined goals and objectives;
- Ability to work well under pressure and juggle multiple and changing deadlines.

Preferred:

Skills in the following areas are considered an asset:

- Past work experience in the real estate development and/or marketing and graphics industry
- Graphics skills;
- CRM system experience; (the company is currently using Solve360).

This is a contract, part-time position; hours for this position will be Monday thru Friday, 8:30-12:00pm.

Email all resumes and cover letters to hr@dilworthhomes.com; attention Kathleen Gardzella. Please be advised that only those candidates being interviewed will be contacted.