



November 22, 2022

The Swiss Canadian Chamber of Commerce (Western Canada) short SCCC has an opening for a full-time position. This is a great opportunity to work with an experienced board of directors and network with an expanding group of Swiss-Canadian entrepreneurs.

## **Administration & Marketing Coordinator**

Location: Vancouver, Canada, fulltime, minimum duration 18-months, start February 2023

### **Position Summary**

This Administration & Marketing Coordinator position is a split position where you will work for the Chamber and for a partner company in a similar role. Reporting to the Board of Directors, the Swiss Canadian Chamber of Commerce Administration & Marketing Coordinator is responsible for managing all SCCC activities, communicating with partner organizations, maintaining the Chamber's online presence, and organizing and promoting events.

### **Qualifications**

- Degree or background in office administration or marketing
- Proficient with MS Office tools and WordPress
- Good understanding of the Social Media channels
- Excellent command of the English and German language, both written and verbal
- Independent organizational skills
- Swiss background or strong interest in the Swiss culture
- Swiss-German and French a big plus

### **Responsibilities**

- Administration of the Swiss Canadian Chamber of Commerce activities
- Coordinate activities between the board of directors
- Interact with partner organizations of the SCCC in Canada and Switzerland
- Membership handling and acquisition which includes sales and marketing activities
- Publishing the monthly newsletter
- Generate event ideas for SCCC and assist in the organization
- Content creation such as event flyers, graphics, and articles for the SCCC blog
- Correspond with members and external partners to keep them informed
- Participate in SCCC related events to ensure a smooth implementation
- Maintain the online presence of the SCCC
- Correspondence in English, German, French and Swiss-German

If you are interested in this position apply now and send your CV and a cover letter to [chamber@swisscanadianchamber.com](mailto:chamber@swisscanadianchamber.com)