



Career Opportunity Internal/External Posting

Position	Marketing Assistant
Program / Department	Marketing Department
Reporting	Marketing Manager or Designate
Application Deadline	Until Suitable Candidate is Found
Start Date	November 17 th , 2025

Description

See attached sheet for a current position description.

Qualifications

The Marketing Assistant will support the ongoing marketing and communications activities at Columbia College during a one-year contract term (with the opportunity for extension). Reporting to the Marketing Manager or designate, this role provides assistance with maintaining campaigns, updating content, and supporting day-to-day departmental tasks.

The ideal candidate will:

- Hold a diploma, certificate, or coursework in Marketing, Communications, Business, or a related field; or have an equivalent combination of education and experience.
- Have prior work or internship experience in marketing, communications, or administration.
- Demonstrate strong organizational and time management skills, with the ability to manage multiple tasks.
- Be an excellent communicator with solid writing, editing, and interpersonal skills.
- Be familiar with social media platforms (Facebook, Instagram, LinkedIn, TikTok, X/Twitter).
- Have proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience with design/content creation tools (e.g., Canva, Adobe Creative Suite) and website content management systems (e.g., WordPress) is considered an asset.
- Be comfortable using emerging AI-powered tools (e.g., ChatGPT, Copilot, or similar) to support content creation, research, and campaign optimization.
- Show a willingness to learn and adapt to new skills, platforms, and technologies as the marketing field evolves.

This is a part-time position of 25 hours per week with the potential to increase hours as needed. This a term-certain for one year followed by a review with the possibility of an extension.

Interested candidates should submit a resume and cover letter to amaira.hansen@columbia.ca.