

Marketing & Communications Assistant

Harbour Air is seeking a highly motivated and enthusiastic Marketing and Communications Assistant to join our dynamic team. This role offers the opportunity to gain hands-on experience in marketing and communications within a fast-paced and innovative airline. The successful candidate will work closely with our Marketing and Communications team to support various initiatives aimed at promoting Harbour Air's brand, products, and Public Relations.

WORK HOURS:	Office hours!
LOCATION:	Vancouver and as per the work-from-home policy
TERM:	Full Time Temporary/Contract
DEPARTMENT:	Commercial

Responsibilities and Expectations

- Marketing Campaigns – Supporting the marketing team in the execution of sales & marketing campaigns. Web updates, campaign planning and email support.
- Promotional Events – Regular updates of our event calendars and selecting opportunities to become involved in our local communities. On-site event support at our booth.
- Communications – External website audit and working to update the company's presence on a variety of websites. Relationship management with travel and tourism organizations
- Graphic Design – Supporting the graphic designer to organize our photo bank & support internal projects at our 12 bases. Organizing and shipping of collateral to internal and external organizations
- Learn about KPI measurement and performance through data analytics.
- Strengthen professional, communications, and analytical skills.

Qualifications/Assets

IDEAL EXPERIENCE

- Previous internship or work experience in marketing, journalism, communications, or public relations is preferred but not required.

EDUCATION

- Junior level or higher working towards a bachelor's or master's degree program in Marketing, Communications, Business Administration, or related fields of study (recent graduates considered).

CRITICAL CAPABILITIES

- Strong written and verbal communication skills, with a keen eye for detail and accuracy.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and familiarity with Adobe Creative Suite (Photoshop, InDesign, Illustrator) is desirable.
- Knowledge of social media platforms (LinkedIn, Twitter, Facebook) and experience with social media management tools is a plus.
- Ability to multitask, prioritize tasks, and work effectively in a fast-paced environment.
- Eagerness to learn, take initiative, and contribute innovative ideas to marketing and communications projects.

JOB PROFILE - Your Flight Path to Success

ABOUT HARBOUR AIR

Harbour Air is North America's largest seaplane airline, a quintessential west coast experience offering up to 300 daily scheduled flights, charters, and scenic tours showcasing British Columbia's coast and beyond. Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. With around 500 employees and a fleet of 45 aircraft, Harbour Air serves 14 coastal communities in BC and Seattle, USA. The airline became the world's first and only fully carbon neutral airline and is strongly committed to being an industry leader on sustainable initiatives mitigating climate impact. Operating the world's first fully electric aircraft is a testament to the phenomenal teamwork and culture that exist at Harbour Air. For more information, please visit www.harbourair.com

APPLY NOW: Email your resume and cover letter to us quoting **24-50** Marketing & Communications Assistant

DEADLINE: Open until filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodation in relation to the job selection process is available upon request. If you require any accommodation, please email us and we'll work with you to meet your accessibility needs.