

KGHF FOUNDATION



ARE YOU READY TO USE YOUR SUPERPOWERS FOR GOOD?

At the KGH Foundation, we are driven by excellence. We strive to use our superpowers to build world-class health care, right here at home. This work is your opportunity to impact countless lives of those in the Southern Interior. If you're an extraordinary individual who is ready to use their superpowers for a purpose, look no further.



WE'RE LOOKING FOR AN EXCEPTIONAL: MARKETING COORDINATOR

DATE POSTED: March 18, 2025

POSITION CLOSES: March 31, 2025

POSITION STATUS: Permanent Full -Time

LOCATION: Kelowna , BC

REPORTS TO: Vice President of Brand & Communications

SCHEDULE: 8 a.m. - 4p.m., Monday to Friday (37.5 hours per week)

SALARY BAND: \$44,000 - \$55,000, with ability to progress up to \$66,000

SUMMARY:

As the Marketing Coordinator, you will play a vital role in ensuring brand consistency across all digital and print communications, supporting marketing initiatives, and coordinating the development of assets to enhance engagement with donors, partners, and the broader community.

YOU WILL:

- Ensure brand consistency and cohesion across all messages and visuals.
- Provide basic design support for marketing and communications materials.
- Assist with proofing, editing, and writing content for social media, email marketing, owned websites, and other materials.
- Work with vendors, printers, and distribution partners to ensure timely production and delivery of marketing collateral.
- Support the Communications team with administrative tasks such as document organization, invoice management, and budget reconciliation.
- Assist in creating, scheduling, and monitoring content across social media platforms.
- Support the execution of email marketing campaigns, including scheduling, content uploads, and basic audience segmentation.
- Track and report on digital marketing efforts using analytics tools (e.g., Google Analytics, social media insights).
- Maintain and update website content and ensure accuracy and alignment with brand messaging (WordPress).
- Provide support in executing paid advertising campaigns on social media channels, Google Ads, and other digital platforms.
- Upload and manage digital content, such as podcasts, to distribution platforms to ensure timely publication and audience accessibility.
- Assist in scheduling, and monitoring content across digital and social platforms.
- Coordinate digital asset production, including graphics, photos, videos and podcasts, for use in campaigns and storytelling.
- Support the execution of email marketing campaigns, including scheduling, content uploads, and basic audience segmentation.
- Assist in community engagement by responding to social media comments and messages.
- Conduct basic research on social media trends and best practices to enhance engagement.
- Assist with fundraising software (creating donation/event pages)

YOU WILL:

- Assist in executing fundraising, media and donor events, including setup, promotion, and on-site support.
- Provide marketing support and admin coordination for third-party events.
- Provide logistical event support to ensuring smooth operations and adherence to schedules.
- Support digital event promotion and social media coverage during live and virtual events.
- Gather and organize event-related media, including photos and testimonials, for post-event reporting.
- Assist in preparing event materials, such as name tags, programs, and signage.
- Help manage event registration, RSVPs, and attendee communications.
- Assist with volunteer coordination and on-site event staffing.
- Other support for the team as required/assigned

QUALIFICATIONS

- Degree or diploma in digital marketing, communications or a related field, or an equivalent combination of education and experience.
- 1-2 years of experience in a marketing role, preferably in the nonprofit sector.
- Strong attention to detail and ability to proofread and edit materials effectively.
- Experience with email marketing platforms, paid & organic social media management, website maintenance, and digital campaign tracking & reporting.
- Basic graphic design skills and familiarity with design software (e.g., Canva, Adobe Creative Suite) an asset.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills.
- Ability to work both independently and collaboratively in a fast-paced environment.

WORKING CONDITIONS:

- Mix of regular office hours and occasional weekend/evening work
- Overtime as required based on project demands

WHAT'S IN IT FOR YOU?

We're asking a lot of you - so what are we giving back?

- Competitive salary & a transparent salary band
- Pension supplement
- Four weeks paid vacation
- Comprehensive dental and extended medical benefits
- The opportunity for hybrid work after a probationary period
- Opportunities for professional development
- Casual 'Dress for Your Day' dress code
- An incredibly supportive & talented team to work alongside

ABOUT US:

The KGH Foundation is a leading charitable organization dedicated to enhancing health care quality in our region and beyond. Located in the vibrant Okanagan Valley, we offer a dynamic and supportive work environment that encourages collaboration and creativity.

At the KGH Foundation, you will have the opportunity to use your superpowers for good! By joining our team, you'll contribute to a mission-driven organization that values innovation, compassion, and community. You'll work alongside dedicated professionals and passionate volunteers, all committed to advancing excellence in health care and providing vital support to those who need it most. Together, we create a brighter, healthier future—right here at home.

OUR VISION:

World Class Health Care close to Home.

OUR CULTURE CODE:

At the KGH Foundation, we're driven by a sense of purpose and a commitment to making a meaningful impact. We value patience, kindness, and respect, understanding that great things take time and collaboration. Creativity fuels our innovation, while professionalism and compassion guide our interactions. We believe in having fun and sharing stories, cultivating a transparent and team-oriented environment where celebrations and gratitude are part of our daily culture.

To apply, please send your resume and cover letter to [Brad Doyle](#),
Director of Digital Resources

The KGH Foundation is an equal opportunity employer committed to cultivating a diverse and inclusive workplace. We warmly invite candidates of all genders, ethnicities, cultural backgrounds, sexual orientations, and abilities to apply. We believe in providing an environment where all individuals have the opportunity to achieve their fullest potential and embrace diversity and the unique contributions that each team member brings to our collective mission. Join us in transforming health care in the southern interior of British Columbia.

If you require accommodation for any part of the recruitment process, please contact us at info@kghfoundation.com.