Community Arts Council of the Alberni Valley
2533 Port Alberni Hwy, Port Alberni, BC V9Y 8P2
info@alberniarts.com | (250) 724-3412 | alberniarts.com

Marketing & Administration Assistant

Port Alberni, BC • Part-time, casual • Starting August 2026

Hours	Part-time, 10 to 15 hours per week
Wage	$21.50 per hour
Start date	August 2026
Location	Port Alberni, BC/ work from home hybrid, with in-person training and weekly in-person meetings
Reports to	Executive Director
Term	Ongoing, subject to a three-month review

About the Role

We are looking for a dynamic and creative person to join the arts council! We are hiring a dual role that is essential to support the growth of our organization. The marketing & administration assistant will wear two hats: an organized administrator who keeps our membership and contact records accurate, and the creative marketer who tells our community stories using design, photo and video.

This is a small-hours, high-trust position, with room for growth and advancement. The ideal candidate will be able to work independently, follow task lists diligently, and report to the Executive Director. This role is best for someone who can think outside the box, be confident, communicate clearly, and have strong computer skills.

The right person already loves the Port Alberni arts community, or is eager to get to know it. Much of this job is working with and supporting artists, so warmth and curiosity matter as much as software skills.

This role is great for someone with previous administration and marketing experience, but those who are developing their skills are still welcome to apply.

Hours & Work Arrangement

Hours & Working Requirements

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The position is 10 hours per week at minimum and up to 15 hours per week at maximum. Hours are flexible throughout the week, and can be scheduled according to your schedule.

The first one to two weeks of this role are in person and on site to ensure the best face to face training. Please confirm your availability for this in your application.

Once training is complete the role becomes hybrid. Most work can be done from wherever suits you, with a standing weekly in-person meeting with the Executive Director. Some other in-person attendance may be required, such as artist interviews, or photography/videography at events.

What You'll Be Doing

Membership & Member Relations

- Process new and renewing memberships accurately and promptly.
- Promote memberships and speak with artists about the value of belonging.
- Respond to member questions and resolve issues so members stay happy.
- Learn our membership and payment software quickly and use it confidently.

Writing & Featured Artists

- Interview featured artists and write profiles for newspaper articles, newsletters, social media and website blog posts.
- Manage your own interview scheduling and writing deadlines.
- Work with local media and apply the basics of public relations.

Design, Photography & Video

- Design social media graphics and event posters.
- Photograph artists, artwork and events.
- Shoot and edit short-form video and reels, with an eye on current platform trends.
- Keep our visual look consistent across everything we publish.

Website & Social Media

- Update website pages, event listings and artist features.
- Schedule and publish social media posts across our channels.

- Monitor comments and messages and respond to inquiries in a timely, friendly voice.

Records & CRM

- Maintain the CRM and keep the members list, volunteers list, board list and general contacts current and de-duplicated.
- Handle personal information carefully and in line with privacy expectations.

General

- Take on special projects and one-off tasks as they come up.
- Attend the weekly Monday meeting and submit a written mid-week check-in.
- Track your own hours against tasks and report them weekly.

What We're Looking For

Required

- Strong, confident writing in English for a general audience.
- Demonstrated design ability for posters and social graphics (Canva, Adobe Express, Photoshop or similar). Junior designers/marketers are welcome to apply.
- Comfortable shooting and editing short video on a phone or camera for Instagram/Facebook Reels or Tiktok.
- Confidence on the computer and a fast learner with new software.
- Highly organized and self-directed; able to work independently and take initiative.
- Comfortable talking with artists, volunteers and the public.
- Available in person for full-time training during the first one to two weeks.
- Available for a weekly in-person Monday meeting, and able to travel locally for interviews, photography and events.
- Reliable access to a phone/camera and internet.
- Familiarity with the Port Alberni community, its artists and its audiences.

Nice to Have

- Experience with a CRM or membership database.
- Past experience working in marketing/design.

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- Previous nonprofit, gallery, museum or arts-organization experience.
- Understanding of marketing or public relations
- Email newsletter platform experience (Mailchimp, Constant Contact or similar).
- Basic website editing (WordPress, Squarespace, Wix or similar).
- Your own camera equipment.

How to Apply

Please send the following:

1. A cover letter telling us why this role interests you, and confirming your availability for in-person training in your first two weeks.
2. Your resume.
3. A sample of your writing, such as an article, blog post, newsletter or social media copy.
4. One to two examples of design work, such as a poster or a social media graphic.
5. One or two short videos or reels you made yourself.
6. Two references, ideally including one who supervised you.

Your writing, design and video samples are very useful for us to see you have previous experience in marketing/content creation. If you have not made marketing content for a business before, please provide any other writing/design/video samples you have. We encourage entry-level applications. Please note that any images/designs or writing made with the use of AI will not be considered.

Send your application to admin@alberniarts.com

The deadline to apply is August 15th 2026.

We thank all applicants for their interest. Only those selected for an interview will be contacted.