

Make a Difference in Lung Health – In Just 4 Days a Week

Position: Marketing & Communications Coordinator

Location: Vancouver, BC (In-Person)

Job Type: Full-time (Monday–Thursday, 8am–5pm)

Salary: \$55,000 – \$59,000 per year

Start Date: As soon as we find you!

Why You'll Love Working with Us

Imagine using your marketing and creative talents to help improve the lives of thousands of British Columbians — all while enjoying a *compressed 4-day work week* that includes 1 of those days to work remotely and gives you long weekends, every weekend!

At the **BC Lung Foundation**, we're not just another nonprofit. We're a passionate, purpose-driven organization with a 120-year legacy of advocacy, research, and patient support for people affected by lung disease — including asthma, COPD, lung cancer, and the impacts of air quality. Our work directly touches the 1 in 5 British Columbians living with lung health challenges.

Join our small but mighty team and help bring visibility and momentum to our signature fundraising events, educational programs, and public outreach. If you're a creative communicator with a can-do spirit, we want to hear from you.

About the Role

Reporting to the Manager of Events & Engagement (and working closely with the Senior Manager of Marketing & Communications), you'll be a key player in shaping the voice, look, and feel of our organization across digital platforms and events.

You'll work on:

- Creating compelling marketing strategies that drive participation in our high-profile events like **Climb the Wall**, **The Ride for Lung Health**, and **Wonder Gala**
- Designing digital ads, email campaigns, and branded content that connect emotionally and send a clear message.
- Writing engaging, mission-driven copy for newsletters, social media, event promos, and speaking notes for leadership
- Experience with Silent Auction/ Non-Profit Fundraising platforms such as Team Raiser and other online fundraising partners for donations and fundraising goals.
- Collaborating across departments — and sometimes rolling up your sleeves to help wherever needed!

We're a small team, so we're looking for someone who thrives in a collaborative, flexible environment and brings positive energy to every challenge. Long term goals and long-term employment.

Who You Are

You're someone who brings both heart and hustle to their work. You love a good brainstorm, get excited about metrics and visuals, and are just as comfortable writing a punchy Instagram caption as you are creating a donor e-newsletter.

Qualifications & Skills:

- 2–3 years of marketing, communications, or event promotion experience (agency or client-side)
- A portfolio of work you're proud of (please share it!)
- Strong copywriting, editing, and proofreading chops
- Graphic design skills and fluency in Adobe Creative Suite
- Social media savvy, with an eye for analytics and engagement
- Comfort with Microsoft Office 365
- A friendly, approachable communication style and a service mindset

- Bonus points if you've worked with fundraising platforms like Team Raiser
- Website building / maintenance through 3rd party software and basic coding

Additional Strengths:

- Happy to step in where needed and pitch in with crossover tasks
 - Cool with occasional local travel (a valid BC driver's license helps!)
 - Energized by working on meaningful, mission-driven work
-

Perks & Benefits

- **A 4-day work week!** (Seriously. Fridays are your own.) **Includes 1 day working remotely**
 - Competitive benefits including dental and vision
 - A creative, supportive, and fun team environment
 - A beautiful heritage office in Vancouver's Fairview neighbourhood
 - The chance to make a real impact in the lives of British Columbians living with lung disease
-

Let's Talk!

If you're ready to bring your creativity and compassion to a role with real purpose — and you love the sound of long weekends — apply today.

For more about us, visit www.bclung.ca or check out our events on **Facebook** and **Instagram**.