

Marketing & Communications Coordinator

Envision Saint John (Agency) is the Saint John Region's lead economic development and visitor attraction agency, tasked with sustainably growing our economy and population. We are governed by an independent Board of Directors and actively supported by the municipalities that are our key funding partners - Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton, Fundy-St. Martins, and the Fundy Rural District.

Envision Saint John is a convener, bringing together diverse stakeholders to develop a shared economic vision. We function as an economic intelligence hub, gathering and interpreting economic data that informs strategic decision-making. We work as an innovation accelerator, creating platforms and support mechanisms that help businesses and entrepreneurs start up and scale up. We are storytellers, crafting compelling narratives that attract visitors and new residents and reveal the region's economic potential to local, provincial, national, and international audiences.

The Opportunity

As Marketing & Communications Coordinator you will support the marketing team on several initiatives, with a primary focus on our digital channels.

What you will do:

- Source, manage, and update content across various Envision Saint John-managed websites.
- Plan and coordinate engaging social media content across various Envision Saint John-managed channels.
- Coordinate and report social media and website analytics.
- Research and action new trends, to support the growth of the Agency's social channels.
- Assist in developing print and digital marketing materials for various service areas, ensuring consistency in branding and messaging.
- Other administrative supports as assigned.

Your qualifications:

- Post-secondary education in related field (marketing, communications, graphic design) or equivalent work experience.
- English - both written and verbal. Bilingualism (English and French) is an asset.
- Strong written and editorial skills for digital and print materials.
- Familiarity with design tools (Canva, Adobe Creative Suite, or similar) and website management platforms (Drupal or similar CMS).
- Experience with content creation and social media.
- Strong organizational skills with the ability to manage multiple projects.
- Able to work in a fast-paced environment with tight deadlines.
- Highly detail-oriented and a creative problem solver.

Why Envision Saint John?

- **A Culture of Inclusivity:** We embrace and celebrate individual differences, creating an inclusive environment where every team member's voice is valued. We believe in harnessing the collective power of diverse perspectives to drive creativity and excellence in everything we do.
- **Empowerment and Autonomy:** We trust our employees to make informed decisions and take ownership of their work. Empowerment and autonomy are the pillars of our work culture, allowing you to unleash your full potential and bring your best ideas to life.
- **Collaboration at Its Best:** You'll be part of a collaborative ecosystem that encourages open communication and cross-functional collaboration. Together, we create a supportive network that helps each other succeed.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance. Our flexible work arrangements and generous time-off policies enable you to achieve harmony between your personal and professional life.
- **A Welcoming Workspace:** Our modern, state-of-the-art office is designed to inspire creativity and productivity. Comfortable breakout areas, well-equipped facilities, and a fun-filled ambiance make it a second home for our employees. Our office is centrally located in beautiful uptown Saint John, New Brunswick, with sweeping views of the region.

Benefits:

Annual Salary: \$51,852

- Health and wellness programs
- Regular team-building activities and social events
- Opportunities for professional development

How to apply:

Please submit your cover letter and resume to:

Chloe Goodyear, Administrative Assistant

Email: recruit@envisionsaintjohn.com

Deadline to apply:

April 10, 2026, 5:00PM

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.