



JOB POSTING:

**Cultural Mapping & Marketing Assistant (Cultural Geographer)
Canada Summer Jobs**

North Van Arts is a grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines, to bridge cultures, and to build strong and healthy communities through the arts. We are a vibrant and dynamic organization of over 400 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond.

The North Shore Culture Compass' overall objective is to connect residents & visitors with the history, art, & stories of the North Shore, through a navigational map featuring points of interest & an interactive treasure hunt app. The Assistant will have the opportunity to gain experience in the planning & production of community-centered marketing campaigns as well as adapting GIS mapping skills to a cultural community context, through community outreach & treasure hunt activity development.

The Cultural Mapping & Marketing Assistant (Cultural Geographer) reports to the Marketing & Social Media Manager. With the Marketing & Social Media Manager, the assistant will support in the development, tracking, & evaluation of multiple digital & print marketing campaigns for several unique programs & upcoming events, multiple gallery exhibitions, & Camp Creative summer camps. The position will also support participation in community outreach activities within the region, during the placement.

The position will also assist in regular map maintenance of our secondary website, the North Shore Culture Compass, the addition of new cultural assets to the map, content creation for community outreach campaigns, & the creation & development of treasure hunt activities for the North Shore Culture Quest app.

NOTE: THIS JOB POSITION IS SUBJECT TO FUNDING APPROVAL

RESPONSIBILITIES:

The Cultural Mapping & Marketing Assistant (Cultural Geographer) will assist with:

- The creation of program & event marketing campaigns; including detailed timelines for graphic design, print deadlines, social media posts, & email communications
- Writing compelling copy for annual programs & events, which can be repurposed for grant applications, website updates, email communications, & social media posts utilizing North Van Arts brand guidelines
- Creating & scheduling engaging social media posts in alignment with specific event campaigns
- Updating & maintaining relevant content on North Van Arts website pages, working closely with program managers to ensure accuracy
- Creating & scheduling campaign-specific email blasts, to engage target audiences within email marketing & member management software (Keela)

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604-988-9844

- Supporting the production & distribution of North Van Arts monthly email newsletters & press releases using Keela
- Collaborating with the administrative assistant to produce tailored communications for members & volunteers.
- Identifying potential new local cultural assets based on established criteria for the Culture Compass site
- Content development for asset listings (for example, photographing, researching, and writing descriptions) for the Culture Compass site
- Review & approve Culture Compass cultural asset listings & events through ArcGIS Online
- Community outreach & engagement activities – online or in person
- Delivery of other organizational projects, programs & events where required

QUALIFICATIONS, SKILLS & EXPERIENCE:

- a certificate or diploma in related discipline is an asset (e.g. Tourism, Communications, Business, Marketing, etc.)
- experience developing social media campaigns is essential
- experience working with MS Excel & ArcGIS Online is essential
- proficient in Office 365 Suite, WordPress, Adobe Creative Suite, Google Analytics, Canva
- a strong ability to multi-task, evaluate, & manage priorities & deadlines with a commitment to detail & quality
- demonstrated ability to work independently, as well as collaboratively with a team
- ability to prioritize tasks & meet deadlines
- very personable with a conscientious work ethic
- creative, resourceful & proactive
- excellent written & spoken English language skills
- outstanding attention to detail
- available for evening/weekend hours
- interest in arts, culture, heritage, community connections
- background in community planning is an asset

ELIGIBILITY

This position is contingent on receiving funding through the Canada Summer Jobs program.

To be eligible for this position, applicants must:

- be between 15 and 30 years of age at the start of the employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- **Note: International students are not eligible participants**

REMUNERATION: \$20.00 per hour, 30 hour per week for 16 weeks

Start date: Monday, May 11, 2026

NUMBER OF POSITIONS: 1

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Application Deadline: Friday, 10th April 2026, 5PM

Please submit resume and cover letter to:

jointheteam@northvanarts.ca or 335 Lonsdale Avenue, North Vancouver, BC V7M 2G3. If you require assistance in applying, please call 604-988-6844 or email info@northvanarts.ca.

Safer space:

North Van Arts aims to be a safer space for those engaging with us, including all staff. We encourage applications from members of groups who are underrepresented in our community, including, but not limited to:

- members of the BIPOC community;
- members of the 2SLGBTQIA+ community;
- persons with visible and/or invisible disabilities;
- members of groups who experience discrimination due to race, age, gender, ancestry, religion, or place of origin.



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