

Part Time Promotion Assistant

Fairchild Radio Vancouver is currently looking for a Promotion Assistant to become a part of our team located in the Vancouver office.

Responsibilities:

- Assist the Promotion Executive in coordinating promotional activities and campaigns.
- Provide administrative and logistical support for station and client events, including on-site promotions and community activities.
- Help prepare promotional materials, signage, and equipment for events and marketing initiatives.
- Assist in capturing event photos, videos, and audio, and help prepare recap content for social media and other digital platforms.
- Support in drafting and updating promotional content for media releases, the company website, and social media channels such as YouTube, Facebook, and Instagram.
- Coordinate with graphic designers and other departments to facilitate production of print and digital marketing materials.
- Maintain an organized inventory of promotional tools, giveaways, and related materials.
- Provide general support in community outreach and station branding initiatives.
- Assist in preparing station imaging tools and promotional assets under supervision.
- Perform other related duties as assigned by the Department Head.

Qualifications/ Skill Required

- Experience in media promotions is preferred.
- Strong written and verbal communication skills in both English and Chinese, with the ability to create clear, engaging, and audience-focused content.
- Proficiency in content writing, editing, and proofreading for different platforms (e.g., website, social media).
- Ability to adapt tone and messaging to suit different audiences and campaigns.
- Strong analytical skills with the ability to interpret data and refine marketing strategies.
- Hands-on experience with social media marketing and digital ads and mobile app promotions.
- Proficient in Adobe Creative Suite, especially Photoshop and CapCut. Familiarity with Canva is a plus.
- Ability to handle multiple deadlines in a fast-paced environment under minimal supervision.
- Ability to lift objects up to 10 kg.
- Must be willing to work flexible hours.



If you are a motivated self-starter with a passion for Promotion work, please submit your resume to hr@fairchildradiogroup.com . We thank all applicants for their interest, but only selected candidates will be contacted for an interview.

This position is restricted to those legally entitled to work in Canada.

Fairchild Radio is committed to Employment Equity and to providing a fair and equitable work environment. We encourage applications from qualified women, men, visible minorities, aboriginal people and persons with disabilities. If you need to be accommodated during any phase of the evaluation process, please contact our Director, Human Resources and Administration at emilywu@fairchildradiogroup.com . All information received about accommodations will be kept confidential.

Fairchild Radio also respects your right to privacy. We have a firm policy of not selling, lending or disclosing your personal information. When we collect personal data, you can be assured that we will handle and store it in a secure manner. Your personal information will be kept confidential and destroyed after use.