

Richmond Cares, Richmond Gives

190-7000 Minoru Blvd, Richmond, B.C. V6Y 3Z5

Tel: 604-279-7020 Fax: 604-279-7038

www.rcrg.org



JOB POSTING

Position: Program Assistant, Marketing, Membership & Volunteer Centre

Hours per week: 35 hours per week

Job Summary

The **Program Assistant, Marketing, Membership & Volunteer Centre** is a multifaceted position encompassing communications, membership development, community outreach, volunteer engagement, and service delivery. The Program Assistant's key responsibilities include creating agency marketing materials; supporting RCRG's member organizations; participating in community events and other outreach activities; promoting and facilitating local volunteerism; and, during the holiday season, helping to run the Richmond Christmas Fund.

Summary of Essential Job Functions

- Assist in developing a wide range of agency marketing materials, including posters, brochures, social media content, newsletter articles, and press releases
- Provide support to RCRG member organizations and ensure they're making full use of their membership benefits
- Help to identify and recruit new member organizations
- Attend community events on behalf of RCRG and interact with the public, sharing information on our programs and services
- Assist in the preparation of community presentations
- Help to plan and execute events, campaigns, and initiatives that promote and celebrate local volunteerism
- During the holiday season, support the operation of the Richmond Christmas Fund in areas like client communication, volunteer management, and community engagement

Required Education and Experience

- High school graduation plus 2-3 years of experience in marketing & communications, OR post-secondary education plus 1 year of experience in a marketing role
- 1 year of experience in a non-profit setting
- Previous experience managing volunteers

Skills and Abilities Required

- Proficient in Microsoft Office, including Word, Excel, and Outlook
- Comfortable using graphic design software (Canva, Photoshop, InDesign)
- Experience with basic video editing
- Ability to multi-task, set priorities, and adapt to changing circumstances
- Fluent in English, with strong written and verbal communication skills
- Able to speak multiple languages (not required, but a major plus)
- Interested in community building and non-profit sector development

Other Position Requirements

- Valid BC Driver's License
- Basic First Aid with CPR/AED-C (or willingness to attain upon hiring)
- Volunteer Management Certificate (or willingness to attain upon hiring)
- Available to work occasional evenings and/or weekends as needed, especially during Christmas Fund season, from October to December

Additional Information

- Must successfully complete a Police Information Check-Vulnerable Sector
- Position to commence January 2027

Pay rate: \$21.50 - \$23/hour dependent on experience

For over 50 years, Richmond Cares, Richmond Gives (RCRG) has served as a hub for volunteering and giving, working to connect Richmond residents with meaningful opportunities to support their community. Along with being a capacity builder, RCRG is a direct service provider, operating a Child Care Resource & Referral Centre, the Richmond Christmas Fund, and a range of Seniors Community Support Services. In everything it does, RCRG strives to create a stronger, healthier, more inclusive community.

Qualified applicants are invited to email their resumes to:

Ryan Luetzen

Director of Operations
Richmond Cares, Richmond Gives
190 – 7000 Minoru Blvd.
Richmond, BC V6Y 3Z5
rluetzen@rcrg.org

We thank all candidates for their interest; however, only those candidates invited to be interviewed will be contacted.

Date Posted: September 2, 2026

Closing Date: Open Until Filled