



Job Title: Recruitment Assistant

Reports To: Advancement Department Lead

Position Overview:

Pacific Life Bible College (PLBC) is seeking an enthusiastic and creative individual to join our team as a Recruitment Assistant through the Canada Summer Jobs Program. In this role, you will work closely with the Advancement Department to connect with prospective students and promote the college's programs. Using a variety of media and communication channels, you will play a key part in sharing PLBC's mission and vision with potential students, encouraging them to join our vibrant learning community.

Key Responsibilities:

- Prospective Student Engagement
 - Assist in identifying and connecting with potential students through targeted outreach campaigns.
 - Respond to inquiries from prospective students, providing information about programs, campus life, and admissions.
 - Represent PLBC at recruitment events (in-person or virtual) as required.
- Media and Communication Strategies
 - Work with the Advancement team to create engaging content for social media platforms, email campaigns, and promotional materials.
 - Collaborate on creative storytelling initiatives to highlight PLBC's unique culture and opportunities.
 - Assist in managing and updating PLBC's online presence to attract prospective students.
- Administrative and Project Support
 - Maintain accurate records of prospective student interactions and update the college's database accordingly.
 - Assist in coordinating recruitment events, including logistics, setup, and follow-up communication.
 - Support other recruitment-related projects as needed.

Qualifications:

- Strong communication skills, both written and verbal.
- Familiarity with social media platforms and basic digital marketing strategies.
- Creative mindset with a passion for connecting with people.
- Ability to work collaboratively in a team environment and take initiative.



- Experience with design tools (e.g., Canva) or customer relationship management (CRM) systems is a bonus.
- Commitment to PLBC's mission and values.

Position Details:

- 8-weeks starting at the end of May.
- 35 hours per week
- \$17.85 per hour

To apply send a resume to mdelblanc@pacificlife.edu.