



Raincoast Books

July 22, 2022

Raincoast Books is seeking a **Marketing Assistant** to start immediately. We are looking for someone who is motivated and organized with excellent communication and technical skills to work either from our Richmond, B.C. office or remotely.

The Marketing Assistant works closely with our marketing team to build awareness for our most important books and gift product, and helps the department run smoothly. This is an entry-level job but the successful candidate will gain a wide range of experience. They will:

- contribute to all marketing campaigns, working primarily with B2B marketing
- work closely with our multiple industry newsletters, managing one of the newsletters and editing others
- process cover and interior images for our databases and handle image requests
- coordinating seasonal timelines for materials with publishers
- maintain departmental databases
- coordinate marketing mailings
- edit outbound marketing materials
- process invoices
- contribute to the development of our new website and create curated product lists
- create mock-ups and other sales materials when needed
- present books with the marketing team at industry and reader-focused virtual events

The successful candidate will possess:

- superior writing and copyediting skills
- working knowledge of Microsoft Excel
- proficiency in Microsoft Office suite tools
- attention to detail is a must
- a passion for books

The following technical skills will be an asset:

- experience with MailChimp
- experience with Adobe Acrobat and Photoshop
- experience with Expression Engine

Candidates should send their résumé and cover letter by **August 12th** to:

Brooke Kosty
Marketing Manager
brooke@raincoast.com

Raincoast Books is the Vancouver area-based sales and marketing division of the Raincoast Distribution Group (RDG). Raincoast Books provides sales, marketing, and logistics for over twenty book and gift publishers from Canada and the United States including: Macmillan, Sourcebooks, Chronicle Books, Drawn & Quarterly, Page Two, and Figure 1.

The Raincoast Distribution Group respectfully acknowledge the peoples of the Tsawwassen, Stó:lō, Kwantlen, Stz'uminus First Nation, Musqueam and Hul'qumi'num Treaty Group, and other Coast Salish nations on whose unceded territory our Richmond warehouse and offices are located; and the Haudenosaunee, Anishinaabe, the Huron-Wendat, the Mississauga and Mississaugas of the Credit First Nation, on whose traditional territory our Toronto office is located.