



Sales & Marketing Coordinator

Full-time – Campbell River, BC

Gathering Place Trading is looking for a creative, organized, and results-driven **Sales & Marketing Coordinator** to help share our story and grow our brand. In this role, you'll be the bridge between sales, marketing, and customer relationships - creating compelling content, coordinating promotions, supporting sales processes, and ensuring our brand shines across every touchpoint.

Start Date: As soon as the right applicant is found

What You'll Do

- Manage and grow our social media presence
- Design and deliver engaging content across digital and print touchpoints
- Maintain brand consistency across all platforms
- Plan, coordinate, and document internal/external promotions
- Distribute monthly company newsletter
- Organize donations in partnership with like-minded organizations
- Assist with trade shows, events, and community outreach
- Provide samples to potential customers and follow up
- Respond to customer inquiries via email, phone, and social media
- Set up new wholesale accounts and maintain account records
- Build and maintain distributor relationships
- Process web orders and prepare invoices
- Oversee and ensure accuracy of shipping for customer and distributor orders
- Support sales team with order coordination and customer communication
- Keep our marketing calendar organized and on track
- Monitor marketing performance and suggest improvements

What We're Looking For

- 2+ years in marketing, communications, or sales support
- Strong written and visual communication skills
- Experience managing Instagram & Facebook business accounts
- Experience with email marketing (Mailchimp) and Outlook is an asset
- Experience with paid social media campaigns is an asset
- Proficient with Microsoft Excel for reporting and tracking
- Organized, detail-oriented, and able to juggle multiple projects



- Knowledge of Shopify or e-commerce is a plus
- Experience with Canva and design
- Passion for organic food, sustainability, and community values

Bonus if You Have:

- Familiarity with AccountEdge, Shopify, or traceability systems
- A love of food and natural products

What We Offer:

- 4-day work week: Monday to Thursday, 8 hours per day
- Flexibility for work-life balance: Ability to adjust hours to accommodate personal or family needs
- Employee product discount
- Extended health and dental benefits: 50% paid by the employee, 50% paid by the company
- A supportive, kind, and purpose-driven team environment
- Opportunities for growth within a thriving local business

Compensation: Starting at \$26/hour, with potential for bonuses tied to sales and company performance.

How to Apply: Send your resume, portfolio (if applicable), and a short note telling us why you'd be a great fit to **GM@gatheringplacetrading.com**