



Social Lead – Sales and Marketing

CoWorks by Elevate has an exciting opportunity for an energetic and outgoing professional to help grow two (2) CoWorks locations in Langley and Port Coquitlam, through an active sales, marketing and relationship development campaign. If you have a passion for marketing, entrepreneurship, community engagement making connections and sales, this position is a fit for you.

CoWorks by Elevate provides professional office space, meeting rooms, co-working desks and a complementary suite of tools to support businesses and business owners. CoWorks is part of a larger group of companies that includes a sizeable real estate portfolio and development arm.

With CoWorks, you will become part of a fun, tight-knit team culture where there are ample opportunities to grow and excel.

Your role and responsibilities would include:

- Develop and manage a sales & marketing plan to acquire new customers, clients, bookings (meetings, office space and events)
- Direct and work alongside CoWorks teammates to execute marketing plan and deliver a first-class CoWorks experience
- Proactively connect with decision makers at businesses that could benefit from CoWorks' services
- Conduct ongoing market & competition research to ensure CoWorks is aligned within the industry
- Manage and respond to leads and inquiries in a timely fashion (phone, text, email & social media)
- Track and manage a follow up program for leads (including past clients)
- Attend community & networking functions
- Engage with existing clients to encourage referrals and new bookings
- Support current and prospective clients to ensure specific needs and expectations are being met
- Develop and manage social media channels (Facebook, Instagram, Linked-In and others)
 - Includes content creation, posting schedules, ad campaigns and follower growth, etc.
- Creation and distribution (MailChimp) of CoWorks' monthly newsletter
- Update Website with event postings and relevant content
- Create, maintain, monitor and update Google AdWords to maximize effective campaign
- Spearhead any CoWorks networking and workshop events
- Plan activities and events that reinforce the CoWorks community of office clients
- Learn and understand all aspects of the CoWorks business

Summary of Ideal Qualifications & Skills

- Three to five (3 - 5) years' experience, ideally with diploma in Sales & Marketing
- Strong team player with a positive, disarming demeanor and natural interest in collaboration
- Proactive and 'Out of the Box' thinker with an ability to convert ideas/plans into reality
- Powerful written and verbal communication skills
- Proficient in all social media channels and skilled in content and media creation
- Ability to initiate new conversations and build relationships from the ground up
- Exuberant personality that leaves a positive and professional impression
- Accountability to the numbers (i.e. Sales growth targets and marketing budgets)

The successful candidate will be rewarded with a competitive compensations package, robust extended health benefit package and the support/collaboration from a team of CoWorks (and wider Group) staff and Leadership team. This role is also subject to incentive-based bonuses.

CoWorks and the Elevate Group will work with the successful candidate to establish a mutually beneficial set working schedule between 32-40 hours per week; on location, between our Langley and Port Coquitlam offices.

We thank you for your interest and look forward to meeting!