

Marketing Coordinator – International Education

Morgan & Company Consulting Inc.

Job ID
38282

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LOCATION	DATE POSTED	EXPIRY DATE	
1100-8181 Cambie Road, Richmond, BC British Columbia	12-10-2025	08-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$37.50 per hour	2 years to less than 3 years	Bachelor's degree

Job Details

Company name: Morgan & Company Consulting Inc.

Job Title: Marketing Coordinator – International Education

Wage: \$37.50 per hour

Hours of Work: 30 hours per week

Terms of Employment: Full-time, Permanent Position

Language of Work: English

Work Location: 1100-8181 Cambie Road, Richmond, BC V6X 3X9

Start Date: As soon as possible

Company Overview:

Morgan & Company Consulting Inc. is a professional consulting firm based in Richmond, BC. It was founded by two UBC alumni, Art Yang and Carole Yang. For over 30 years, the company has helped thousands of families immigrate, study, work and settle in Canada, US, Hong Kong, Australia and Europe.

Our professional RISE Team includes lawyers, licensed Immigration Consultants, certified public accountants, business consultants, education advisors, career coaches, real estate agents, and the dedicated customer service and case processing staff. Our service philosophy is "Honesty & Integrity, Practical & Efficient".

We are currently seeking a highly motivated Marketing Coordinator – International Education to help expand our brand presence across local and international markets.

Job Description

Key Responsibilities:

- Use social media to promote company's services related to international study
- Proofread advertisements on digital channels
- Schedule new media, TV & Radio ads and advise on their contents, design placement, timing
- Plan, prepare documents and organize public seminars, workshops, meetings to promote company services
- Collect and prepare materials for internal case processors to complete clients' university applications
- Attend events hosted by chambers or alumni associations to promote company branding

- Generate leads from company client database
- Prepare digital flyers and posters
- Collect and prepare documents and informational materials of admission requirements and application processes of Canada's Top 30 universities programs for clients
- Organize fundraising events for local charities to promote company image
- Develop advertising campaigns on local radio and TV
- Recruit international students for public and private schools and universities
- Meet or exceed monthly recruitment target
- Maintain good communication and relationships with clients
- Prepare power point presentations to promote company services and events
- Conduct surveys on customer satisfaction. Prepare reports to supervisor
- Participate in company's internal training and share positive productive suggestions
- Collect and report market information to management

Employment Requirements:

- Bachelor's Degree is required, preferably in marketing
- Fluent in English, Bilingual is a bonus asset
- 2+ years of experience in marketing, sales, partnership development, or client relations
- At least 3-year work experience in education industry
- Excellent communication skill
- Good adaptability, good team player
- Enthusiastic, sincere, patient, attentive, reliable, and motivated
- Proficiency in digital marketing tools and social media management
- Self-motivated, results-oriented, and comfortable working in a fast-paced environment

How to Apply:

Please send your resume and a short cover letter to office@morcoco.com

Or drop off resume at: 1100-8181 Cambie Road, Richmond, BC V6X 3X9

Contact Information:

Business Address: 1100-8181 Cambie Road, Richmond, BC V6X 3X9

Tel: 604-273-1395

Email: office@morcoco.com