



THE MUTUAL FIRE  
INSURANCE COMPANY  
OF BRITISH COLUMBIA

DEPARTMENT: BUSINESS DEVELOPMENT  
POSITION TITLE: MARKETING AND COMMUNICATIONS COORDINATOR  
REPORTS TO: MARKETING SPECIALIST

## ABOUT US

The Mutual Fire Insurance Company of British Columbia is growing and is seeking a Marketing and Communications Coordinator to join our team.

Founded in 1902, Mutual Fire Insurance was the first mutual insurance company headquartered in British Columbia. Today, the company provides solutions for farm, commercial, and home insurance needs from British Columbia to Ontario. Mutual Fire Insurance is committed to making people a priority by creating membership initiatives, investing in technology, and supporting community projects.

Mutual Fire Insurance's subsidiary, Four Points Insurance provides innovative insurance solutions for small to medium-sized businesses in suburban and rural areas. Four Points Insurance was formed in 2022 to support small businesses through the many adjustments they must face now, and in the future. Built with a passion for customer service and risk management, Four Points Insurance offers business owners a suite of commercial packages insurance options.

In late 2021, Mutual Fire Insurance created two employee driven committees, an ESG Committee and a Purpose Committee. Today these committees are creating the framework and policy for Mutual Fire Insurance to work towards sustainability within our communities, while also ensuring environmental, social, and governance mandates are accomplished.

## THE OPPORTUNITY

The Marketing and Communications Coordinator role is a permanent full-time position. This role will assist Mutual Fire Insurance's Marketing and Communications departments reporting to the Marketing Lead. The accountability of our Marketing and Communications Coordinator role is to provide a solid administrative presence, along with generating content that supports our marketing strategy. The successful candidate will have a strong creative drive and attention for detail.

### Responsibilities:

- Administrative support to the Communications team
  - User management on digital platforms
  - Broker contact administration
  - File Management and Document Library Processing
  - Monthly reporting
- Administrative support to the Marketing team
  - Proofread and provide writing assistance to internal clients and online
  - Research topical blog posts
  - Support brand management
  - Manage shared inboxes as required



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- Content Support to the Marketing Lead
  - Design print graphics, draft social media copy, content calendar administration
- Ensure assigned tasks are effectively and accurately delivered on time
- Other duties as assigned

#### Here's what you bring:

- One to three years of experience in Marketing, Communications, or a brand management role
- Strong proficiency with Microsoft 365 and Adobe Creative Suite
- Proficiency with ZOHO or similar email management system
- Acute attention to detail
- Excellent writing and proofreading skills
- Excellent verbal and listening skills
- Strong relationship-building skills
- Strong planning and organizational skills
- Property and Casualty insurance industry experience considered an asset

#### What we offer:

- Competitive salary
- Comprehensive employee benefit package
- Flexible work environment, opportunity to work remotely with limited office attendance
- Diverse mix of staff and demonstrated work/life balance
- Career growth opportunities and continuing education programs

Please send your resume in confidence to [careers@mutualfirebc.com](mailto:careers@mutualfirebc.com)

*We thank all applicants for their interest, however only candidates under consideration will be contacted.*