



About Morningstar Homes:

At **Morningstar**, we pride ourselves on building with purpose. Morningstar is an associate of Polygon Homes Ltd., one of the leading homebuilders in British Columbia. Since 1980, Polygon and its associate companies have built more than 34,000 homes of distinction throughout the Lower Mainland earning the trust of thousands of families by committing to quality design, sound construction, and exceptional customer service.

We value integrity, trust, and 'doing the right thing'. Our team of bright, motivated, and hard-working employees is really what makes Morningstar such a great place to work, and we truly believe in investing in our teams and in the communities in which we build. Come join one of British Columbia's top real estate companies!

About the Role

Morningstar is looking for a full-time **Marketing Coordinator** to work in our FV Group head office located in Langley.

Responsibilities:

Administration

- Track all advertising costs
- Preparation of annual reports on marketing costs and trades
- Maintain brochure archives

Project Marketing

- Coordinate the review and approvals of marketing floor plans, feature sheets, and Schedule A's
- Assisting with the coordination of project marketing assets including:
 - Legal Names
 - Ordering stock photography
 - Assist with updating and maintaining digital library of assets
 - Marketing collateral updates as required

Media Buying & Ad Coordination

- Assist with the preparation of the weekly advertising schedule with input from Marketing Managers
- Keep up-to-date media contact and pricing info
- Sourcing and proposing new media opportunities
- Coordination of print ad creative for project marketing and corporate sponsorship ads
- Final proofreading for all advertising materials

Digital Marketing

- Assist with website updates
- Create e-blasts, social media ads/posts as directed for approval by the VP Sales & Marketing
- Source new & creative ways to increase traffic/leads

Print Production

- Coordination of print estimates and delivery including community brochures and Inserts, direct mail, newsletters, Homeowner Manuals, closing gift cards, corporate portfolios, etc.

Interior Colour Schemes and Exterior Colour Schedules

- Create and maintain the Interior Colour Scheme and Exterior Colours Schedule templates for each new project in Salesforce / Community Options.
- Proof all interior colour schemes and exterior colour schedules for consistency and accuracy.
- Submit choices on exterior colours schemes to Vice President Sales & Marketing and Chief Executive Office for approval.
- Keep an updated photo library of all projects exterior colours schedules and elevations.

Event Planning

- Coordination of catering for community launches, realtor receptions, and homeowner parties
- Sourcing and coordinating entertainment, children's activities, and decoration for special events and trade show booths
- Provide on-site supervision/assistance at events as needed

General Marketing

- Sourcing, ordering, and maintaining inventory of Morningstar and community specific marketing merchandise, e.g., Closing gifts, keychains, etc.
- Participate and assist in coordination of group brainstorm sessions for corporate brand initiatives and envisioning sessions.
- Assist with photo and video shoots as required.
- Liaise with industry representatives, tradespeople, and suppliers to develop relationships and ensure value and quality of work is maintained.
- Coordination of presentation materials for other departments to ensure they are consistent with the Morningstar brand.
- Sourcing, ordering, and maintaining inventory of Morningstar marketing materials such project specific site signage/ lot signs/ banners & poles/ sold stickers/ show home upgrades/ and any print materials necessary for show home displays.
- Provide assistance in proof reading and editing as needed.

Requirements:

- Ability to generate excitement and garner trust
- Ability to interact and communicate professionally – both orally and in writing – with a wide variety of people
- Strong administration and computer skills
- Ability to multi-task and adapt easily to different paces, personalities, and tasks
- Natural positivity
- Real estate experience is a strong asset
- Office hours are Monday to Friday from 8AM to 4PM weekdays.
- **Salary range:** \$52,000 to \$65,000 / per year

As a leader in the industry, we offer competitive salary and benefits packages, coupled with a reputable corporate culture that fosters growth and collaboration.

Benefits include:

- Extended dental, health, and vision benefits
- Health and wellness spending account
- Employee and Family Assistance program (EFAP)
- Group life insurance benefits
- RRSP contribution
- Learning and development support

Join us in shaping the future of our industry while building a rewarding career with Morningstar. If you have an interest in this position, please send your cover letter and resume to careers@mstarhomes.com. Please include "**Marketing Coordinator**" in the subject line.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.

Recruitment agencies: We do not accept unsolicited agency resumes and we are not responsible for any fees in relation to unsolicited resumes.