VACANCY: JUNIOR MARKETING COORDINATOR

Position: Junior Marketing Coordinator
Reports to: Group Marketing Manager
Date Posted: September 25, 2026
Location: Brandon, MB
Hours: 30 hours/week to start, with potential to scale to full-time
Closing date for applications: The position will remain open until filled
Start date: As soon as possible

About the Role

Keller Developments is seeking a motivated, creative, and highly organized Junior Marketing Coordinator to join our team. Employed by Keller Developments and reporting to the Group Marketing Manager, this position will support marketing activities across our affiliated group of companies.

This is an excellent opportunity for a recent marketing, communications, or design graduate, or an early-career professional, looking to build broad, hands-on experience in a multi-company environment. The role will focus on day-to-day marketing production, content creation, coordination, and campaign rollout under the direction and mentorship of the Group Marketing Manager.

The successful candidate will assist with graphic design, photography, video and reel content, social media, website updates, asset organization, and other recurring marketing activities. This executional support will help ensure group-wide marketing strategies are implemented consistently and effectively.

Requirements

- Diploma or degree in marketing, communications, graphic design, or a related field, or an equivalent combination of education and practical experience
- Portfolio or samples demonstrating design, social media, photography, video, or other content work; academic and personal projects are welcome
- Familiarity with design and content-creation tools such as Canva, Adobe Creative Suite, or video-editing software
- Working knowledge of major social media platforms
- Strong written communication, proofreading, and attention to detail
- Strong organizational and time-management skills
- Ability to manage work across multiple brands, priorities, and deadlines
- Willingness and ability to travel between company locations and project sites as required
- Ability to work collaboratively, receive direction and feedback, and take initiative within an established strategy

The following would be considered beneficial but are not required:

- Experience with social media scheduling or content-management tools
- Basic photography and video-editing experience
- Familiarity with website content-management systems
- An understanding of social media analytics or digital performance reporting
- Previous experience supporting multiple brands, departments, or clients
- Interest in construction, real estate, property management, or related industries

Key Responsibilities

- Produce day-to-day marketing and graphic design materials using established brand standards and templates
- Capture and organize photography and video content at company locations, projects, job sites, and events
- Edit short-form video and Instagram Reel content for digital platforms
- Draft, prepare, proofread, and schedule social media content
- Complete routine website content updates using existing content-management systems
- Assist with the rollout and coordination of campaigns across multiple companies and platforms
- Maintain organized digital asset libraries, templates, photography, video, and marketing files
- Help monitor content calendars, project deadlines, and recurring marketing activities
- Gather basic campaign and social media performance data for reporting
- Conduct research and provide administrative support for marketing initiatives
- Coordinate routine requests according to established priorities and direction from the Group Marketing Manager
- Support consistent use of company brand standards across marketing materials
- Assist with other marketing activities as assigned

What We Offer

- A 30-hour-per-week position with the potential to grow into a full-time role based on organizational needs and the continued development of the position
- Competitive compensation based on education and experience
- Hands-on experience across multiple brands and areas of marketing
- Guidance and mentorship from the Group Marketing Manager
- Opportunities to develop practical skills in content creation, design, digital marketing, and campaign coordination
- A collaborative, dynamic, and community-focused workplace
- Group benefits, subject to eligibility
- Company-matched RRSP, subject to eligibility
- Complimentary gym membership

How to Apply

Please email your résumé, a brief cover letter, and a link to your portfolio or relevant work samples to recruitment@kellerdevelopments.com

Please use the following subject line: **#KDCARM-Jr-Marketing-Coordinator**

Applications that do not include the requested subject line or work samples may not be reviewed.

We thank all applicants for their interest in joining Keller Developments. Only candidates selected for an interview will be contacted.

About Keller Developments

Keller Developments is a locally owned construction and real estate development company headquartered in Brandon, Manitoba, serving communities across Southwestern Manitoba.

We deliver residential, commercial, and multi-residential projects through an integrated design-build approach, working closely with our in-house teams and trusted trade partners. Built on a foundation of quality workmanship, collaboration, and community commitment, Keller Developments offers long-term career opportunities for people who take pride in building spaces that serve where we live and work.