



MISSISSAUGA • BRAMPTON • CALEDON

The future rests in your helping hands

Coordinator, Marketing & Communications

6-month contract position

Are you a tech-savvy communicator interested in building a caring community? Do you love to solve problems by creating targeted marketing campaigns? Does content strategy and online interaction make your eyes light up? We are looking for a bright, new talent to step up to the plate and take on the role of Marketing & Communications Coordinator. You will see the day-to-day production and realization of your ideas and your influence will energize the community by promoting meaningful volunteerism. If you have a passion for volunteering, and strong marketing, communication and project management experience, you are the person we are looking for!

The ideal candidate is hardworking, creative and dedicated to delivering the mission of Volunteer MBC. You have strong interpersonal skills and a proven track record of creating and implementing communication and marketing strategies to ensure that Volunteer MBC is known as the go-to place for volunteers, non-profit organizations and volunteer engagement professionals to connect, learn and grow.

Essential Job Functions

- Create and execute strategies for web and print communications, specifically website development/maintenance, social media presence, and email marketing
- Monitor, manage and optimize social media engagement on Instagram, Facebook, Twitter LinkedIn and YouTube
- Assist in the delivery of a marketing/communications plan with a focus on reaching organizations, volunteers, and other key stakeholders that support the mission of Volunteer MBC
- Content generation through capturing photos and live coverage of events and programs, leading to media uploading, editing and distribution
- Coordinate projects with colleagues from start to finish to ensure marketing and communication support is provided in accordance with identified program target dates/deliverables
- Develop event materials including brochures, flyers, posters, and digital content
- Work with team to prepare promotional materials and signage for fundraising efforts, events and programs
- Create and source material for monthly newsletters to volunteers and organizations using MailChimp
- Write and edit communications for internal and external audiences, including articles, newsletters, press releases, flyers and speeches
- Maintain and update style guide
- Perform other related duties incidental to the work described herein

Required Skills and Experience

- Relevant post-secondary education in Marketing/Communications or a related field
- Proficient with marketing and publishing software and web-based tools, including Adobe Creative Cloud, and other graphic design tools, such as GIMP, Canva, Snappa etc.
- Proficient with Microsoft Office software, especially Word, Excel, PowerPoint, Publisher, Outlook
- Experience with email marketing tools, specifically MailChimp
- Experience with online Content Management Systems, specifically WordPress
- Strong written and verbal communication and presentation skills
- Time management skills and ability to work in a fast-paced environment



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- Ability to work collaboratively with a fun team and partner organizations
- Detail and process oriented with excellent organizational skills
- Experience working with SLR camera and proficient in photography

Assets strongly considered

- Skills in audio/video production and editing
- Experience with Google Analytics, Facebook Insights, and Search Engine Optimization
- Familiarity with Peel region and the non-profit sector

Notes

- This position may require travel within Peel
- Occasional evening or weekend work will be required
- Weekly progress reports are expected
- All designs and materials created become the intellectual property of Volunteer MBC
- Portfolio required
- A strong performance in all areas has the potential to turn this into an ongoing role at end of the contract term

Perks of joining the Volunteer MBC team

- Make a difference to the community in a powerful way by enhancing our backbone supports for community service organizations
- Connections to a wide community with which to build your professional network
- We are a small but mighty team that works like a family. We celebrate and appreciate each team member's effort, personal and professional accomplishments, and individuality

Time Commitment

- Monday to Friday: full time; general work hours: 9am to 5pm
- January 7, 2019 to June 28, 2019 (start and end date may be flexible)

Remuneration

- Compensation will commensurate with your experience

Please submit your cover letter and resume
by email to: jobs@volunteermbc.org

*We thank all interested applicants, however, only those selected for an interview will be contacted.
No phone calls please.*