

JOB REQ.#: 2019-QCIC-033

POSTING TITLE: Junior Marketing & Outreach Assistant, Centre for Education and Training

HIRING DEPARTMENT: Employment Services

TERMS OF EMPLOYMENT: Casual

REPORTING TO: Project Manager, Accelerating Career Advancement

LOCATION: Toronto - 1090 Don Mills Road

START DATE: May 21, 2019

END DATE: July 16, 2019

SALARY: 14.56 - 15.14, Hourly + 4% Vacation

LENGTH OF (CONTRACT) 8 weeks

BENEFITS: No

NO OF POSITIONS: 1

SUMMARY:	The Junior Marketing & Outreach Assistant will assist in all aspects of marketing and outreach activities for the Accelerating Career Advancement program. This will include, assisting with the existing social media plan, marketing, and community outreach to service providers, and the creation of support materials for marketing and outreach. In this role the Social Media Marketing/Outreach Assistant will provide marketing administrative assistance and support to the Accelerating Career Advancement team.
DUTIES & RESPONSIBILITIES:	<ul style="list-style-type: none"> • Provide marketing and outreach support to the ACA team for the promotion of services • Produce creative and persuasive advertising and marketing materials • Develop email marketing campaigns and other social media communications and promotional materials (flyers, presentations etc). • Research and develop online marketing and social media strategies including search engine optimization • Assist with the organization of program presentations, webinars and special events • Provide assistance with administrative services including general office supports • Prepare weekly reports on marketing statistics and trends
QUALIFICATIONS:	<ul style="list-style-type: none"> • Be between ages 15 and 30 years of age at the start of employment. • Have been registered as full-time students in the previous academic year and must intend to return to school on a full-time basis in the next academic year. Preference will be given to those students studying in a related field. • Be Canadian Citizens, Permanent Residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and; • Must be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations • Possess solid administrative skills and have a demonstrated ability in the use of MS office products, web browsers and online research tools and social media tools. Hootsuite experience preferred. • Experience working in a customer service or direct delivery of services to the public in a marketing outreach, public relations or related role • Knowledge of marketing principals with excellent written and verbal communication skills • Knowledge of job search strategies would be considered an asset • Excellent communication, interpersonal and customer service skills • Enjoy a wide variety of tasks in a fast-paced environment • Strong team player, with the ability to prioritize and problem solve • Experience working with diverse cultural groups

OTHER DETAILS: Thank you in advance for your interest. We will only consider complete applications. Only those selected for further screening or an interview will be contacted.

OUR AODA COMMITMENT: The Centre for Education & Training (TCET) is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, TCET will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring supervisor upon scheduling your interview.