



Community Investment & Marketing Assistant

Start Date: Monday June 4, 2018
End Date: Friday, August 17, 2018
Rate of Pay: \$15 per hour, 35 hours a week

Responsibilities:

Reporting to the Director, Community Investment and Director, Communications; the Community Investment & Marketing Assistant will be responsible for tasks including:

- Gathering and analyzing funded agency data
- Liaising with United Way funded agencies
- Compiling data in a meaningful format for communication materials
- Writing & organizing promotional stories for the website and social media
- Assisting with social media planning and website development
- Assisting with fundraising requests and logistical planning of events including campaign kick-off, mid-campaign event and golf tournament
- Providing administrative support to volunteers and staff as needed
- Other office duties as required

Qualifications:

- Post-secondary student, with focus on marketing and/or communications and preferably with some experience in research and data collection
- Strong computer skills: word processing, email and Internet systems, in a MS Office environment; experience with graphic design considered an asset
- Ability to work independently, take initiative and assume responsibility with minimal supervision
- Exceptional interpersonal and written communications skills
- Interest and knowledge of the Guelph-Wellington-Dufferin community
- Proven editorial and writing skills
- Resourceful, creative and detail oriented
- Good telephone manner and speaking voice
- Experience working with social media tools including Twitter, Facebook, Instagram etc.

This position is partially funded by Canada Summer Jobs. As such, the applicant: must be between 15 and 30 years of age at the start of employment; was registered as a full-time student during the preceding academic year; intends to return to school on a full-time basis during the next academic year; is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and; is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Apply with resume and cover letter by 5pm on May 9 to shakiba@unitedwayguelph.com. Please include position title in the subject line. Only those applicants selected for an interview will be contacted.

NOTE: Position is dependent upon funding from Employment and Social Development Canada (ESDC).