



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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Sr. Marketing & Communications Specialist - 12 Month Contract

Job ID	5B-1C-55-EF-86-F7	
Web Address	https://careers.indigenous.link/viewjob?jobname=5B-1C-55-EF-86-F7	
Company	Sagen	
Location	Oakville, Ontario	
Date Posted	From: 2022-04-13	To: 2022-10-10
Job	Type: Fixed-term	Category: Finance
Languages	English	

Description

Job Summary

Reporting to the Director of Marketing and Communications, the Senior Marketing and Communications Specialist is responsible for the project management and content development to support the company's B2B marketing, communications, events and community social responsibility programs.

Responsibilities

- Ongoing contribution and management of the editorial content and advertising calendars
- Distribution of the daily media newsletter to internal stakeholders
- Manage the internal/external community social responsibility program (CSR) as well as donor relations. This includes accountability for the distribution of funds, the quarterly CSR meetings and sponsorship/contract negotiations
- Assist the Director with writing, editing and proofreading of all print/digital collateral and ensure materials meet brand standards and guidelines
- Prioritize the workflow requests to the appropriate team members on multiple projects that align with the corporate strategy
- Work with Director to collaborate with National Sales on the channels, target audiences for marketing/communications campaign(s) and events to ensure successful engagement, tracking and feedback for improvements.
- Develop quarterly/annual calendars to support CSR initiatives, editorial digests, events newsletters and advertising campaigns
- Manage payable and accruals for National Sales based on designated budget lines to ensure accurate monthly reporting from finance
- Manage the corporate merchandise program
- Work with Director to develop and execute plan for internal/employee communications

Experience

Skills and Qualifications

- Minimum of 5 years of previous experience in a similar role, working with digital platforms such as Marketing Cloud
- Knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint and Word)
- Knowledge of social media platforms (Twitter, Facebook, LinkedIn and Instagram) and how to leverage them for marketing
- Knowledge of Sharepoint, Slidebank, Salesforce and Jira an asset
- Strong problem solving, troubleshooting & performance management skills
- Strong organizational, multi-tasking, interpersonal and creative skills
- Superior writing and communication skills

How to Apply

Click Apply Now!