



# 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.Links 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.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Sr. Marketing & Communications Specialist - 12 Month Contract

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