



# 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Marketing And Communications Coordinator

**Job ID** 68-CE-DE-B1-E2-FB

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=68-CE-DE-B1-E2-FB>

**Company** OPS - Quarter Century Club

**Location** Toronto, Ontario

**Date Posted** From: 2022-01-24 To: 2022-02-07

**Job** Type: Full-time Category: Creative Media and Writers

**Job Start Date** February 2022

**Job Salary** \$45,000 - \$50,0000 per year

**Languages** English

### Description

Success in this position looks like

You independently develop, execute high quality marketing and communication programs that meet agreed milestones and deadlines with little need of supervision.

You continuously monitor and report on activity performance and pro-actively suggest and implement improvements.

You have built strong working relations with both staff and external partners.

You are not afraid of new challenges, want to continue to learn and grow and take an active part in shaping and strengthening the organization.

#### Job Summary

Quarter Century Club (QCC) is looking for an excellent communicator with strong project management skills to join our team. As the marketing and communications coordinator, you will be responsible for managing QCC's online and offline communication, ensuring that activities meet objectives, communication is consistent and delivered according to plan.

The person in this role will work closely with the Programs and Services Coordinator, the Member Services Specialist, as well collaborating with multiple internal and external stakeholders.

You will be joining the team at an exiting time where the organization is undergoing a rebranding. In the role of Marketing and Communications Coordinator you will play an important role in the launch and implementation of the new brand.

In collaboration with the Programs and Services draft and manage the marketing and communication activity calendar

Oversee and coordinate digital media strategies, including social media, webcasts, websites, and email marketing.

Ensure that all marketing materials accurately represents the QCC

Liaise with internal and external stakeholders to identify content and stories building pride of service in the public sector

Develop, write, edit, post, and produce content for online and print media, including internal and external publications, websites, videos, podcasts, etc.

Create, design, and update QCC marketing materials

Craft and send regular newsletters to members and selected member groups

Promote member services and programs on website and social media

Produce marketing copy for and update website and social media

Monitor and report on website, email, and social media response

Explore and identify new ways to engage a wider member audience

Support Marketing and Communications Director in the development and roll out of new brand

#### Job Requirements

You have exceptional verbal and written communication skills, and you are an excellent proof-reader

You are highly experienced working with digital and social media communication

You can manage complex tasks and projects with concurrent competing deadlines

You are a self-starter and are not afraid of new and challenging projects

You possess great administration and project management skills

You are adept with WordPress, MailChimp and MS Office Suite

You are flexible and adapt to changing environments

You are a strong relationship builder who can collaborate with internal teams to consistently improve processes and communication workflows

#### Education & Experience

2+ years of experience in a similar marketing, communication, or project management position

Minimum BA in Digital Communication, Marketing, Media, or related field

Job Types: Full-time, Permanent

#### Benefits:

Extended health care

Schedule: Monday to Friday, 9 am - 5 pm

#### COVID-19 considerations:

The QCC team is currently primarily operating remotely but in office work will occur.

#### Education:

Bachelor's Degree (required)

#### Experience:

marketing: 2 years (required)

Application deadline: 2022-02-04

#### Work Environment

Small team, excellent workplace culture. Currently remote work. Office downtown Toronto.

Full health and dental benefits package - fully employer paid, pay-for-performance model, competitive vacation time

#### How to Apply

email at: [humanresources@ontario25.ca](mailto:humanresources@ontario25.ca)

We would like to thank all applicants for their interest however only those selected for an interview will be contacted.