



Canada Summer Jobs Program - Marketing and Communications Assistant

Agency/Program Description:

The Circle Salt Spring Education Society has worked for more than two decades to address discrimination/violence based on gender, race, sexual orientation, age, and ability.

Vision Statement

We envision inclusive and gender-equitable communities living violence-free.

Mission Statement

The Circle fosters healthy relationships in order to promote communities free of violence, bullying, discrimination, assault and abuse. We do this by delivering innovative, evidence based social emotional educational programs for children, youth and adults and inspiring and training others to deliver our programs.

Organizational Values

Core Values	We Are Committed:
Respect	To treat each other with consideration and dignity, fostering self-respect and respect for others
Courage	To speak, act, and advocate for what is right, working for social justice and persevering against social injustice
Diversity	To include different voices and perspectives with an understanding and appreciation for all.
Connection	To seek opportunities for collaboration and effective partnerships that foster caring and belonging in communities.
Innovation	To be flexible and responsive in addressing the unique and changing needs of the communities we serve.

Position Overview:

The Marketing and Communications Assistant will the development and implementation of the communications and social enterprise initiatives within our organization.

This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. Candidates must meet the following eligibility requirements to be considered:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act and legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program).

This position is 30 hours per week, generally Monday – Friday during regular daytime hours (ie: 9:00am-3:00pm). This is a temporary position. The anticipated start date for this position is early January to the end of February (8 weeks). Work Location: 344 Lower Ganges Road, Salt Spring Island. Changes in Covid-19 protocols might require this position to be remote.

Job Responsibilities:

- Formatting of learning materials for distribution and sales.
- Building out sales packages
- Assisting of creation of marketing packages and collateral
- Updating of records and pull reports to help with marketing and sales
- Administrate our Thinkific site (uploading content, creating user accounts, enrolling in programs)
- Helping with reports (what reports?)
- Planning, designing and coordinating a series of 5 youth podcasts
- Design and development of organization’s display materials
- Development of social media posts
- Development of blogs
- Assisting with assets for social media and other materials
- Assist with campaigns
- Assisting with website updates
- Other administrative duties as assigned

Required Knowledge, Skills and Abilities

- Exceptional oral and written English language communication skills with the confidence and passion to share knowledge
- Creative thinker who is observant to seek new opportunities and perceptive to abstract ideas
- Goal driven individual to seek out continuous improvement opportunities
- The ability to take a collaborate approach to build strong relationships and have positive team experiences
- Flexible and dynamic individual who is able to adjust and prioritize accordingly to adapt to demands and requirements

- Solid foundation of relevant technical skills
- Demonstrates behaviours of transparency, accountability, agility and learning from others that will support your success
- Excellent attention to detail with a high degree of accuracy, good judgment, patience, flexibility, and adaptability.
- Highly motivated self-starter who can thrive with remote supervision *if* required
- Proven strong organizational skills
- Proficient computer skills, Microsoft Office required, Wordpress
- Basic web development skills would be an asset (HTML/CSS and Javascript)
- Knowledge of Google Analytics and Tag Manager a bonus
- Experience using canva.com or other graphics applications/programs
- Comfort using tools such as Zoom and Microsoft Teams to communicate with team members. Proficiency in Microsoft Word, Excel, PowerPoint; data entry experience
- Thinkific, SurveyMonkey, MailChimp

Education:

- Post-secondary education in Graphic Design, Communications, Marketing Administration, Business, Digital Marketing, Public Relations or related discipline or an equivalent combination of education and experience.

How to Apply

The following pieces must be presented as an application:

- Resume and cover letter
- List of 3 references

Application Deadline

- Please submit application to executivedirector@thecircleeducation.org no later than Friday December 4th, 2020, 4:00 pm PST

We thank all applicants for their interest however only short-listed candidates will be contacted for an interview.