

Marketing Assistant, Student Temporary Assignment up to 3 Months (Job # 2020-047-IE)

Department: Leisure & Community Services
Status: Temporary Part Time (up to 3 Months)
Date Posted: September 10, 2020
Date Closing: **September 17, 2020 at 4:30 p.m.**
Scheduled Hours/Shifts: 20-30 hours per week
Salary: \$19.38-\$21.42 per hour

As this position is funded by the Summer Experience Program Grant through the Ministry of Heritage, Sport, Tourism and Culture, candidates must meet the following criteria to be considered; Must be currently enrolled in a post-secondary institution or within six months of graduation in a program such as Marketing, Communications or Journalism. To meet the criteria of our grant application, eligible applications must be between the ages of 15 and 25 upon commencement of the employment (or up to 29 years of age for persons with a disability – as defined by the Human Rights Code), must be a resident of Ontario, eligible to work in Canada and have a valid Social Insurance Number.

Position Purpose:

Reporting to the Director of Leisure Services, the Marketing Assistant –Student is responsible for the planning, implementation, design, production & evaluation of the Leisure Services priority marketing duties. This position will employ all appropriate forms of marketing including but not limited to print and social media for the Leisure Services Department.

Qualifications and Requirements:

- Experience in Marketing or Communications field considered an asset
- Experience in a municipal work environment would be an asset, as would experience in customer service
- Excellent written and verbal communication in English
- Good interpersonal skills, with ability to interact effectively with all municipal staff, residents,
- Good problem-solving skills, discretion and good judgement
- Effective organizational/ coordinating skills
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude
- Strong proficiency in Microsoft Office, Adobe Creative Suite, web management, and a variety of social media channels
- Experience with graphics for digital platforms, efficient use of image and video editing software
- Keen eye for design
- Familiarity with emerging technology and a thorough knowledge of current trends and innovations in digital media

How to apply:

Please forward your resume in confidence by **September 17, 2020 at 4:30 p.m.**, identifying Job # 2020-047-IE in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.