



**Marketing and Communications Assistant (Contract Summer Student Position)**  
**37.5 hours/week - \$14.00/hour**  
**April 30 to August 17, 2018 (16 Weeks)**

Hospice Niagara, a not-for-profit charitable organization that focuses on improving the quality of life for people living with life-limiting illnesses, death, dying, grief and loss, is seeking a Marketing and Communications Assistant (Contract Summer Student Position).

**Qualifications:**

- Between 18 and 30 years of age at the start of employment
- Have been registered as a full-time student 2017-2018 and intend to return to school on a full-time basis 2018-2019
- Canadian Citizen or Permanent Resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with Ontario legislation and regulations
- University or college student with educational emphasis on marketing, public relations, community relations, event management, or related discipline
- Valid Ontario driver's license and access to a reliable vehicle
- Access to a smart phone for event posts
- Some physical requirements to set-up and tear down events, and move supplies

**Skills/Competencies:**

- Computer literate in all Microsoft Office applications, Twitter, Facebook, YouTube, Word Press, Adobe, Publisher and InDesign
- Event planning and implementation experience
- Strong attention to detail
- Demonstrated creativity and professionalism
- Outgoing, friendly, "can do" attitude
- Competence and accuracy in entering data, as well as working with Excel spreadsheets
- Exceptional interpersonal, written, verbal communication and editing skills
- Willingness to work flexible hours, including weekends, evenings and holidays
- Ability to manage varying priorities, working under tight timelines

**Key Responsibilities:**

- Develop and maintain a social media calendar; manage posts and track communication efforts for organization
- Assist with marketing and communications efforts using various channels
- Submit and track ads and media-related items for all events and general hospice-related communications
- Contact for 3<sup>rd</sup> party events (manage form submissions, event calendar, promotion, cheque presentations and photo opportunities)
- Assist with the coordination and evaluation of fundraising events
- Provide onsite support at Hike for Hospice (May 6, 2018), Golf Tournament (July 9, 2018), 5 Car Draw Early Bird Draw (June 15-17, 2018) and 5 Car Draw Final Draw (Aug 3-6, 2018) and other event dates, as required
- Provide input into post event reports
- Other duties, as required

**How to Apply:**

Applications will be accepted until **Friday, February 23<sup>rd</sup>, 2018**. Please send cover letter and resume in MS Word or PDF attachments via email with **Application: Marketing and Communications Assistant** in the subject line to [careers@hospiceniagara.ca](mailto:careers@hospiceniagara.ca).

Hospice Niagara is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), individuals requiring accommodation during the application/recruitment process should advise Human Resources so arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

We thank all who apply, however, only those selected to proceed in the recruitment process will be contacted. No phone calls please. For more information about Hospice Niagara, please refer to our website: [hospiceniagara.ca](http://hospiceniagara.ca).