

<b>Position:</b>	<b>SUMMER STUDENT – Marketing Assistant</b>	<b>Hours:</b>	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
<b>File No.:</b>	FACSFLA-1819-88	<b>Number of Positions:</b>	1
<b>Employment Type:</b>	Full-time Temporary	<b>Location:</b>	<b>Kingston, ON</b>
<b>Date Posted:</b>	February 11, 2019	<b>Closing Date:</b>	March 03, 2019

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### Tasks and Responsibilities

- *Marketing.* The primary duties of this position will be to assist with a key fundraising campaign aimed at raising money for youth-in-care. Marketing skills will be required to reach out to donors, sponsors and others.
- *Public Relations.* This position is house in the public relations team of the organization and will require some cross-over work on public relations projects designed to engage the public about our services.
- By phone, email, social media and in-person, engage with potential sponsors, prize donors and golfers to promote the Agency's annual online auction.
- Use Agency resources in aid of the work they do.
- Work together as a team with Agency staff and volunteers, but also work independently on assigned tasks.
- Do clerical functions if called upon within the department.

### Requirements

- Strong sales ability – needs skills and personality to solicit sponsorships, donations and registrations from a variety of people in support of charity fundraising.
- Quick start – needs the ability to hit the ground running.
- Superior understanding of social media, web marketing and advertising.
- Working knowledge of various software programs including MS-Office XP (Word, Excel, Access, Outlook), Adobe Acrobat and/or Exchange and Windows Explorer.
- Must be familiar with internet applications including search engines and web browsers with ability to work effectively with various office equipment and machines including photocopiers.
- Ability to work as part of a team.
- Outgoing and cooperative in meeting and dealing with internal and external stakeholders.
- Ability to help organize events
- Ability to understand and follow written and oral instructions with a minimum of supervision.

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**How to Apply:**

- To apply, please email your resume and cover letter quoting the competition file number (FACSFLA-1819-88) and title of position you wish to apply for, to: [hr@facsfla.ca](mailto:hr@facsfla.ca) Interested and qualified applicants are invited to apply in writing by March 03, 2019
  - Please include the competition number and the title of the position in the subject line of the email.
  - Please submit cover letter and resume as single attachment.
  - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

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

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at [hr@facsfla.ca](mailto:hr@facsfla.ca) .

NOTE: We are a scent-free workplace.