

Communications & Marketing Associate

***This position currently works remotely due to the pandemic**

Job Details

Position Type:

8-month contract

Work Hours:

35 hour work week

Reporting To:

Manager,
Communications &
Marketing

Classification:

Administrative Assistant
II (Bargaining Unit)

Salary Range:

\$48,000 to \$60,000
Based on Experience

Location:

Central Branch
4600 Bathurst St
Toronto, ON M2R 3V3

Posting Date:

October 18, 2021

Internal Closing Date:

October 22, 2021

External Closing Date:

Until filled

Anticipated Start Date:

ASAP

About The Agency

Jewish Family and Child Service is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, and education and advocacy services, within the context of Jewish values.

About the Role

We are seeking a **Communications & Marketing Associate** to provide support to the Development & Communications Team in the areas of marketing, communications, and fundraising.

Responsibilities:

- Write compelling copies to be featured in marketing materials and donor outreach, including impact reports, Annual Campaign and Annual Report.
- Work with external and internal resources to write basic content for Agency publications including brochures, flyers, advertisements and others as they arise.
- Support the planning and development of social media campaigns and implement a social media content calendar to share on the Agency's social media profiles (Facebook, Instagram, etc)
- Report social media engagement, improve SEO & social media analytics
- Compose the Family Matters newsletters
- Provide marketing support as required by the Management team
- Work with managers and direct service workers on various external events and monthly initiatives such as Child Abuse Prevention Month, Social Work Month, etc.
- Lend support at community events where Agency presence is requested such as the Walk with Israel, Pride Parade and others as needed
- Perform other duties as assigned.

Qualifications:

- Post-Secondary degree/diploma in Communications, Marketing or Social Media
- Advanced knowledge of Social Media platforms including Facebook Business Suite
- Proficiency in Microsoft Office Package (Word, Excel, Publisher and PowerPoint)
- Journalism background and copywriting experience is an asset
- Experience with Adobe Suite (InDesign, Illustrator, Photoshop) an asset
- Exceptional written and verbal communication skills with an ability to translate information into appealing messages and stories
- Excellent interpersonal skills

If you are interested in applying for this position, please submit your résumé and cover letter.

Jewish Family and Child Service is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family and Child Service, please visit: www.jfandcs.com | www.facebook.com/jfandcs