



Job Posting: Marketing and Communications Coordinator

Location: St. Catharines, Ontario

Scheduled start date: May 15th, 2017

The Niagara Workforce Planning Board is one of 26 planning boards in Ontario. NWPB acts as Niagara's authoritative voice for research by providing stakeholders with stories fueled by data on Niagara's job market, population, and economic trends.

This is an ideal role for someone who is eager to gain exposure to all facets of marketing and public relations. This role will report to the Research and Project Manager but will work closely with the CEO on crafting the organization's vision of each of its communication tools.

Responsibilities:

- Translate business and marketing objectives into infographics, banners, flyers, sales sheets, presentations and reports that are clear and engaging
- Prepare marketing reports by collecting, analyzing, and summarizing data
- Manage NWPB's social media channels and prepare media releases and e-blasts
- Collaborate with web team on updates and administration of NWPB's online footprint
- Act as the outreach contact for NWPB's partnership projects

Soft Skills

- Passionate about storytelling while being creative and innovative
- Excellent written and oral communication skills
- Self-starter, results driven, and goal orientated
- Comfortable working within a small office team and independently
- Interest for serving one's community and communicating with a variety of audiences

Qualifications

- Bachelor's degree or college diploma in marketing, business, communications, public relations or a related field
- Graphic design experience and ability to work with InDesign, Photoshop and Adobe Creative Suite
- 1-3 years related experience; this can be in forms of co-ops, professional experience or volunteering.

Notes

- Full-time (10 months) with possibility of renewal
- \$35,000 to \$40,000. Salary is determined by assessing related skills and experience.

Apply by April 19, 2017 via email to mario@niagaraworkforceboard.ca