



## **Brain Injury Association Waterloo- Wellington (BIAWW) Marketing Assistant – Job Description**

The **Brain Injury Association Waterloo-Wellington (BIAWW)** is searching for a Marketing Assistant (MA) to join our team **starting July 5, 2021**. This is a part-time (30 hours week) position reporting to the Executive Director. This is a Canada Summer Jobs initiative.

Interested individuals are asked to send a brief resume (max three pages) to [info@biaww.com](mailto:info@biaww.com) by no later than **June 15, 2021**. Thank you to all who consider this position within our organization. We will contact candidates for interviews by June 21<sup>st</sup>.

**Position:** Marketing Assistant (MA)

**Primary Function:** To provide recommend and implement changes to various marketing materials for the BIAWW.

**Age of applicants:** This position is open to individuals between the ages of 15 – 30. This is a Canada Summer Jobs initiative

**Salary/Hours:** This position is for 30 hours per week for 9 weeks at a rate of \$16 per hour.

### **Major Duties:**

Reporting to the Executive Director (ED), the successful applicant will be accountable to review all existing marketing materials, make recommendations for improvements and implement changes. The staff will also be responsible for marketing support for other team members and their programs including social media, website and our online store.

Due to Covid-19 distancing limitations, this position will require the candidate to work remotely with frequent checkpoints with the ED.

The MA will be encouraged to participate in all virtual programs throughout their assignment so that they become familiar with our programs.

The staff will be required to use their own computer and cell phone.

### **Qualifications:**

- Strong written/verbal communication skills and organizational skills
- Ability to work flexible hours

- Proficient in marketing, social media and Microsoft technology (Microsoft Publisher, MS Word, Adobe Photoshop, Adobe Illustrator, MS PowerPoint, MS Excel, Weebly, Shopify, Facebook, Twitter, Instagram)
- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years in marketing related program

## **About Canada Summer Jobs**

Canada Summer Jobs is an initiative of the Youth Employment Strategy, which is the Government of Canada's commitment to help young people between the ages of 15 and 30, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to transition successfully into the labour market.