



MARKETING SUPPORT	APPLY TO: INFO@VOICEFOUND.CA
<p>We need our messages to get out to a lot of different types of people across Canada. We have all kinds of ‘stuff’ and no time to do it all. Yes, there is a marketing strategy with a whole lot of things to do. Love social media? Enjoy writing content? Have some Wordpress skills? We are looking for a mutli-talented go getter who can help us get our message out.</p>	
<p>Time Commitment: Let us know what time you have available. A commitment of a few hours a week would be ideal.</p>	
<p>Duties and Responsibilities include:</p> <ul style="list-style-type: none">• Assist with the execution of our marketing plan• Help run our social media channels and increase engagement with various audiences• Help develop and update content on our website (Wordpress)• Provide input to all creative and help develop new marketing assets• Assist in all aspects of marketing and communications with a focus on youth and aboriginal engagement• Maintain confidentiality about information learned on the job.• Prepare statistical information as requested.• Strictly adhering to our safety protocols• Treat all clients, service providers, staff and volunteers with respect, dignity and compassion• Attend specialized training and volunteer meetings/events as required	
<p>Qualifications:</p> <ul style="list-style-type: none">• Marketing experience• Computer savvy – and if you know Wordpress and html that would be fantastic• Ability to communicate effectively• Ability to handle confidential paperwork and communications in a proper manner;• High attention to detail;• Self-motivated, creative and confident• Ability to work with minimal supervision; we will be here to support and mentor– not micro-manage you.	
<p>Personal Qualities:</p> <ul style="list-style-type: none">• Empathy, compassion and a non-judgemental approach with people• Patience and kindness• Supportive listening skills• Reliability and punctuality• Flexibility and adaptability to emergency situations	
<p>Position requirements:</p> <ul style="list-style-type: none">• Respect and comply with Voice Found policies, procedures, codes of conduct and ethics• Abide by an oath of confidentiality related to client information	