



STUDENT SUMMER JOB POSTING: Bilingual Marketing Specialist

Thanks to financial support from Canada Summer Jobs 2017, we are happy to be able to offer this position to an eligible student for a period of 10 weeks this summer. This position requires that you be returning to school in the fall and is suitable for college/university level candidates.

Please review carefully and if you meet the qualifications then please forward your cover letter and resume to info@voicefound.ca.

Who are we?

Voice Found is a national charitable organization committed to preventing child sexual abuse and commercial sexual exploitation. Through The Hope Found Project we provide programs and services for sex trafficked persons in Ottawa and Eastern Ontario. Our mission is to reduce the social and economic impact of childhood sexual abuse and commercial sexual exploitation.

Why work at Voice Found?

You will be working in a dynamic organization that is doing meaningful work that makes an impact in our community. We will encourage you to share your ideas and try new things in a supportive environment. Staff and volunteers are truly valued and we take time for self-care. And then there is our location! We are right downtown just steps from the Byward Market – the perfect place to be in the summer time!

A note about our workplace

We have strict safety and confidentiality protocols. You will be provided with comprehensive training and will not ever work alone with clients.

Bilingual Marketing Specialist

Position Overview

You want to try a little bit of everything and we want to help you grow and learn. In this position, you will assist in the development and implementation of a comprehensive marketing plan, create marketing assets for different audience types and help get our database in tip-top shape.

Duties & Responsibilities

- Assist with the development of a comprehensive marketing plan
- Execute on plan
- Help run our social media channels and increase engagement with various audiences
- Perform updates on our database – it's new and it needs some help
- 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.

Qualifications

- At least one year of university or college with a focus on marketing
- Computer savvy – and if you know WordPress and html that would be fantastic
- Ability to communicate effectively
- Willingness to learn new software programs
- 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.

Personal qualities

- Creative and confident
- Empathy, compassion and a non-judgmental approach with people
- Reliability and punctuality
- Flexibility and adaptability to emergency situations
- Friendly and professional approach

Please submit your cover letter and resume to info@voicefound.ca with the subject line: Student Job no later than May 5th, 2017.