



Office Clerk (Marketing) - Canada Summer Jobs Position

Summer Position – 9 weeks - Monday to Friday 30 hours/week; Wage \$15.00/ hour

Boys and Girls Club of London seeks a dynamic, self-starter to assist in a wide variety of marketing and communication activities.

Responsibilities:

- ❖ Develop flyers and program brochures following the organization's brand guidelines
- ❖ Website Updates
- ❖ Assist in planning and developing digital marketing content
- ❖ Prepare email blast and email newsletters
- ❖ Brainstorm ideas for new and innovative campaigns
- ❖ Research and recommend social media channels to use/discontinue
- ❖ Assist with social media calendar, draft, edit, and post content to social media channels
- ❖ Monitor social media and website analytics on a weekly/monthly basis, prepare reports, and make recommendations to increase engagement and reach
- ❖ Assist with grant research and grant writing

Qualifications & Requirements:

- ❖ Completed or working towards degree in Marketing, Advertising, Communications, Public Relations, Journalism, or related field
- ❖ Excellent written and verbal communications skills
- ❖ Knowledge and experience with social media platforms for businesses and non-profits
- ❖ Strong attention to detail and organizational skills
- ❖ Ability to prioritize, multi-task, and meet deadlines
- ❖ Graphic design background
- ❖ Website content management system experience
- ❖ Must have a reliable mode of transportation, valid driver's license is an asset
- ❖ Vulnerable Sector Police Clearance issued by local police station required
- ❖ Start Date: As soon as possible

To be eligible for Canada Summer Jobs Positions, applicants must:

- a) Be between 15 and 30 years of age (inclusive) at the start of employment;
- (b) Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- (c) Legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents

Please email your cover letter, resume, and references to:

Human Resources
Boys & Girls Club of London
E-mail: hr@bgclondon.ca

INCLUDE JOB TITLE IN YOUR APPLICATION

No phone calls please

The Boys & Girls Club of London is an equal opportunity employer and welcomes and encourages applications from women and men including people of visible minorities, aboriginal peoples and people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We welcome all resumes but only those granted an interview will be contacted.