

**Position:** Digital Marketing Assistant  
**Organization:** Sudbury Shared Harvest  
**Website:** [www.sudburysharedharvest.ca](http://www.sudburysharedharvest.ca)

**Location:** Sudbury, Ontario

**Wage:** \$21 per hour for 25 hours per week for 8 weeks. Hours are somewhat flexible/negotiable

**Dates:** July 4 to August 26

**Application deadline: Friday May 13, 2022, Midnight.**

**Due to restrictions required by the funder, you must be:**

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

Sudbury Shared Harvest is seeking an enthusiastic person with skills in video production, web design and/or social media marketing.

The **Marketing Assistant** will work closely with the Executive Director and other staff to develop educational and promotional videos, to improve the organization's website, and to support related community outreach and educational activities.

***Duties include:***

- Document Sudbury Shared Harvest activities using photography and videography
- Produce short videos and work with Executive Director to use social media to promote organization's activities
- Develop a plan to improve the organization's website
- Assist with other community outreach and communications activities as required
- Research and gather educational resources & info relating to our projects

***Required qualifications:***

- Experience with video production and/or web design
- Strong time-management skills with the ability to be flexible and self-directed
- Creative and enthusiastic with strong problem-solving skills
- Strong communication and organizational skills, ability to work well with others

***Additional assets (not required, but important, so if applicable, please mention in your application):***

- Bilingual
- Holding a valid Ontario Drivers License and access to a vehicle

**Please submit your resume and cover letter to:** Carrie Regenstreif Email: [carrie@sudburysharedharvest.ca](mailto:carrie@sudburysharedharvest.ca) (subject: Marketing Assistant). Please indicate where or how you learned about the position. Sudbury Shared Harvest welcomes applications from persons of all cultural and racial backgrounds.