

Position: Marketing Assistant

Organization: Sudbury Shared Harvest

Website: 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 11 to September 2

Application deadline: Friday July 1, 2022.

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 photography, 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 (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.