



**POSITION:** CSJ- EarlyON -Marketing Support

**REPORTS TO:** EarlyON Senior Manager

**Job Type:** Fixed term contract, 9 weeks/ 30 hours weekly

**Salary:** \$16.00 per hour

**Adhere to CDRCP's Guiding Values**

**Profile:**

The candidate's role will be Marketing Support; the incumbent will be responsible for supporting the EarlyON Administrator in areas of communication. All activities of this role support individuals throughout the Peel Region (Mississauga, Brampton and Caledon).

**Major Responsibilities:**

- Support projects related to branding, outreach, and online organizational presence
- Responsible for developing and facilitating requests, proposals and letter of intents for fundraising
- Support in fundraising auction (Promotion, Photography, Graphic Design) and processing donation requests
- Assist in website updates
- Participate in written content of social media platforms
- Responsible for social media content creation and posting
- Gather statistics and researching trends

**Qualifications & Skills:**



The applicant **must be between the ages 15-30 years, and is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act**, as per requirement of project funder of Canada Summer Jobs.

*Please note: International students are not eligible*

- Educational background in Marketing, Communications or Community Outreach, Development Work, Fund Development, Public Relations or related field is required
- Knowledge of CDRCP and its services
- Demonstrate teamwork skills
- Experience managing information
- Demonstrate positive attitude and behaviour
- Adaptability
- Excellent written and oral communication skills
- Excellent graphic design skills and multi-tasking skills

**Job responsibilities are subject to change under the direction or assignment of the Chief Executive Officer.**

**Applications:**

A resume and covering letter referencing the job title should be directed to Natasha Bond at [natasha@cdrpc.com](mailto:natasha@cdrpc.com)

*No phone calls please. We thank all applicants for their interest however we may contact only those candidates selected for interview.*

**To learn more about CDRCP please visit [www.cdrpc.com](http://www.cdrpc.com).**

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.