

## **Marketing Coordinator Job Posting**

The Marketing Coordinator will increase awareness of the Halifax & Region Military Family Resource Centre (a non-profit organization), through social media, print media, and community engagement. They will use their superb social media, design skills, copywriting, and creativity to develop engaging content using a variety of mediums and social media platforms. This role will require a high degree of creativity and interest in trying new approaches and being active in the community. This role requires flexibility in work hours, to be present at programs and events, including evenings and weekends.

### **The successful applicant will be able to demonstrate the following:**

- Strong digital marketing skills with knowledge and experience of traditional marketing;
- Superior knowledge of Mac/Windows systems; intermediate technical skills with the following tools: MS Office, Adobe Creative Cloud (CC), social media platforms and website content management systems;
- Demonstrate both the creative side of marketing and content development as well as the analytical side of using data to understand what is resonating with audiences;
- Strong skills in public speaking, engaging with the public, and easily adapt to the audience;
- Superior language skills both verbal and written;
- Self-directed decision-maker;
- High degree of collaboration;
- Superior interpersonal communication skills;
- Strong project management, time-management and organizational skills;
- Superior customer service, communication and conflict resolution skills; and
- Graphic design capabilities, photography and videography skills are assets.

### **Qualifications**

- Post-secondary education required in Public Relations, Communication, Marketing or related experience and education;
- 3-5 years experience in marketing, communications or public relations;
- Valid driver's license, must meet requirements to drive the H&R MFRC van; and
- **Proficiency in French and English is preferred. (preference will be given to bilingual candidates)**

**Job Type:** Public Relations and Marketing

**Start Date:** April 6, 2021

**Starting Salary:** \$43,000 annual

**Benefits:** Employer paid health & dental benefits, paid vacation & sick time, and professional development allowance.

**All qualified candidates are to forward a detailed cover letter (must have a cover letter) and resume by March 15, 2021 to:** [employment@halifaxmfrfc.ca](mailto:employment@halifaxmfrfc.ca)