

# Communications, Marketing & Events Coordinator

**Employer:** Sault Ste. Marie & District SPCA

**Posted:** 15 months ago      **Closing Date:** June 16, 2023

**ES Job ID:** 14302      **Location:** Sault Ste. Marie

**Sector(s):** Sales & Marketing      **Duration:** Full Time , Temporary

**Salary:** 21

## Job Description:

Positions Available: 1 Full-time, 35 hours/week (NOHFC Internship opportunity)  
Start date: July, 2023

## WHO WE ARE

The Sault Ste. Marie & District SPCA (Humane Society) is a registered charity that has been active in our area since 1925. The Society provides care, comfort and compassion to animals in need in the Sault and surrounding areas.

## POSITION SUMMARY

We are seeking an individual with expansive knowledge and experience in communications, marketing and events to co-ordinate our strategies for growing our organization's community profile and reach. The successful candidate will be responsible for the implementation and consistent execution of these initiatives and meet the established goal of helping more pets and pet owners in our community.

## Essential Duties

- Create database of our various support networks and collaborate information between software platforms.
- Work with the Manager and lead shelter team members to develop and implement a communication and marketing plan.
- Rebrand our existing website.
- Work with the Manager to develop and implement a minimum of two community outreach programs to address the specific needs of pets and pet owners in our community.
- Develop and oversee a minimum of three fundraising events annually.
- Increase the annual number of third-party fundraising events.
- Develop and foster new community partnerships.

## Required Skills:

### Do You Have What it Takes?

- Post College degree in Marketing & Communications and/or equivalent experience
- Excellent computer skills - Windows, MS Office and web
- Strong knowledge of current media, including all social media applications
- Understanding of content management and social media usage
- Superior organizational skills, project management and time management skills
- Exceptional written and verbal communication skills
- Strong attention to detail and accuracy
- Ability and flexibility to work on some weekends and/or evenings
- Is self-motivated, confident, energetic and creative

- Demonstrated ability to take initiative and be self-motivated
- Pro-active team player with a positive attitude and commitment to organizational values, goals and clients

**Requirements:**

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:  
<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

**How to Apply:**

Please forward your resume and cover letter to:

[ssmhs@shaw.ca](mailto:ssmhs@shaw.ca)

Please quote \"Communications, Marketing and Events Co-ordinator\" in the subject line.

Or, drop your resume off at:

962 Second Line East,  
Sault Ste. Marie, ON

We wish to thank all applicants for their interest in the Sault Ste. Marie & District SPCA and Humane Society, however, only those selected for an interview will be contacted.