



Job Posting: Canada Summer Jobs Marketing Assistant
Posting Date: April 19, 2024

Spectrum is a 2SLGBTQ+ charity that is sustainable, supportive, positive and a safe space for people of all ages in the Waterloo Region. By providing resources, information, rainbow-related events, and programming, Spectrum works together with partners and allies to ensure a strong and inclusive community.

Spectrum aims to provide a diversity-friendly work environment and particularly encourages people of all ethnicities, genders, sexual/gender identities, cultural backgrounds, abilities and beliefs to apply.

Position Description:

Thanks to a Canada Summer Jobs grant, SPECTRUM is recruiting a part-time Marketing Assistant. The Marketing Assistant will work 30 hours per week for 9 weeks and will be paid \$30 per hour.

Reporting to the Executive Director, the Marketing Assistant will work on a variety of projects with a focus on:

1. Our Rainbow Pages directory/magazine

The Assistant will work to solicit advertising for our Rainbow Pages directory. They will help to conduct interviews with local organizations and individuals and to write articles for inclusion in the directory. They will assist with layout and design in Canva.

2. Our annual fundraising gala event and Pride month events

The Assistant will help with checking people in at events, setting up and tearing down events, managing a silent auction at the gala, and managing our table at the local tri-Pride festival.

3. Our Annual Report

The Assistant will help to plan and layout our 2023-2024 annual report.

Qualifications:

- be between 18 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Preference will be given to candidates who are 2SLGBTQ+-identified

- Excellent written and verbal communication skills
- Experience with social media scheduling and posting
- Experience with graphic design and layout in Canva
- Strategic thinking
- Post secondary education in marketing and/or communications is beneficial

Application:

Please apply with a cover letter and resume to info@ourspectrum.com by May 14, 2024.

Subject line: APPLICATION: MARKETING ASSISTANT