



2023 Summer Job Posting

Job title: Marketing Associate

Reports to: Director, Brand & Creative Services

Location: Remote in Canada, Access to Internet Required

Hours:

Summer placement: 31.5 hours/week

Continuing with Fall/Winter placement: Part-time with flexible scheduling

Total maximum hours: 500 hours before March 29, 2024

Hourly rate of pay: \$18.00

Application deadline: May 31, 2023

About BGC Canada

For 120+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 736 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at bgccan.com and follow us on social media @BGCCAN.

About You

You have excellent written and interpersonal skills, the ability to work independently on multiple projects and an interest in marketing and communications. You have a passion for writing and enjoy developing resources to help others. You are tech-savvy and enjoy working, managing, and maintaining social media platforms. You have excellent attention to detail and enjoy researching key funding areas and statistics. You enjoy being helpful, thorough, and concise. You align with BGC Canada's core values of belonging, respect, encouragement & support, working together, and speaking out.

About the Role

- researching current statistics and evidence on our key funding areas

- creating social media posts for multiple social platforms to increase brand awareness
- writing a weekly newsletter and creating website content
- development of marketing toolkits for Clubs

Our Ideal Candidate

- Excellent writing, research, and interpersonal skills
- High level of proficiency in Microsoft 365
- The ability to work independently on multiple projects
- An interest in marketing and communications
- Demonstrated research experience is a plus
- Experience working in a not-for-profit environment is considered an asset
- Fluency in French is considered an asset

Eligibility

- Must be between 15 and 25 years of age at the start of the employment
- Must 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
- Must 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
- Satisfactory clearance under the Vulnerable Sector Screening Process
- BGC Canada requires all employees to be fully vaccinated

How to Apply

We would like to hear from you if you are interested in this role. Please forward your cover letter and resume confidentially to placement@bgccan.com and include **“Marketing Associate – YOUR NAME”** in the subject line of your email.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

As leaders in vaccination education, BGC Canada requires all employees to be fully vaccinated. The definition of ‘fully vaccinated’ against COVID-19 is based on the public health requirements for a vaccine passport (or similar official evidence) in the jurisdiction of the employee’s residence. The successful applicant will need to provide proof of vaccination.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.