



2025 Summer Job Posting

Job title:	Marketing Associate
Reports to:	Director, Brand & Creative Services
Location:	Remote in Canada, Access to Internet Required
Hours:	31 hours/week
Duration:	9 Weeks starting May 1, 2025
Hourly rate of pay:	\$22.20
Application deadline:	Friday January 31, 2025

***All Associate positions are funded through the Canada Summer Jobs Program and will start pending approval from Employment and Social Development Canada (ESDC).**

About BGC Canada (formerly Boys and Girls Clubs of 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 635 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

- Supporting the assembling of our weekly email newsletter in English and French
- Supporting the creation of social media posts for multiple social platforms to increase brand awareness
- Supporting uploading content to our website
- Support the development of marketing toolkits for Clubs
- Assistance in creating reports for marketing projects
- Assistance in updating our member website and brand library

Our Ideal Candidate

- Excellent writing, research, and interpersonal skills in both French and English
- Proficient in Microsoft Office, Wordpress, Canva and MailChimp
- The ability to work independently on multiple projects
- An interest in marketing and communications
- 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 Enhanced Police Information Check

How to Apply

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please visit our candidate portal at <https://bgccan.bizmerlin.net/jobboard> and click on the **Marketing Associate** position.

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.

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