

**Marketing and Communications Coordinator**  
***(1 Year Maternity Leave Contract, Scarborough Location)***

**ACCES Employment** is a leading non-profit organization that assists jobseekers from diverse backgrounds. We deliver a range of programs at locations across the GTA and we offer online services to job seekers across Canada and pre-arrival. Serving more than 32,000 jobseekers each year, ACCES delivers customized programs that focus on connecting our clients with leading employers or starting a business in Canada. With over 30 years of experience in the employment services sector, you will be joining a successful organization with an innovative and seasoned staff team.

We are looking for people who thrive in a flexible and fast-paced environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

This is an exceptional career opportunity for a results-oriented team player with demonstrated skills in a very dynamic, not-for-profit organization. Reporting to the Director, Marketing, Communications, and Digital Strategies the position of **Marketing and Communications Coordinator** will be responsible for internal and external promotion, public relations and branding of the whole organization as an integral member of a cross functional marketing team. This is a non-unionized position.

**Duties and Responsibilities:**

- Coordinate and organize staff participation in special events such as the Annual General Meeting, fundraising events, outreach events etc.
- Facilitate the development and design of marketing materials such as: brochures, flyers, advertising, banners, digital materials etc. in collaboration with the Director. Strong experience with Creative Cloud is required.
- Regularly update, review and quality check ACCES Employment's main website content including program pages, calendar and material. Write and edit online publications and articles as required.
- Copy-editing and drafting of documents, articles, communications and materials for the Marketing team and various program teams across the organization.
- Coordinate marketing and communications projects including administrative processes, ordering of print and marketing materials, data and budget tracking, reporting and other activities.
- Work in collaboration with program and site managers in the development of marketing and local outreach plans to increase the number of participants using our services
- Follow procedures established to protect worker health and safety
- Supervise staff assisting/participating in Marketing events
- Other duties as assigned including support of site functions/activities, staff supervision and evening shift rotation as required.

**Qualifications and Experience:**

An organized self-starter with experience and education in the following areas:

- Post-secondary education in Marketing/Communications or related field
- Must have experience with Creative Cloud
- Web publishing experience would be ideal
- 5 years work related experience in Marketing and Communications
- Demonstrated skills and experience in developing and implementing communication and marketing strategies that support the achievement of organizational goals
- Relevant project and special events management experience
- Exceptional ability to prioritize, problem solve and respond to urgent situations while consistently meeting competing deadlines
- Excellent interpersonal skills with the ability to work independently and with others as a team
- Excellent in written and verbal communication, with strong planning and organizational skills
- Strong computer skills including: HTML, PowerPoint, Excel, Access, Publisher and Word

**Interested persons should send their resume with a covering letter to:**

**ACCES Employment Hiring Committee**

**By Email: [hr@acesemployment.ca](mailto:hr@acesemployment.ca)**

**Please Note: This position will be posted until they are filled. We will be reviewing resumes as they are submitted.**

**ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidate may be requested to complete a screening video interview using Spark Hire.**

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*ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation, gender identify or gender expression.*

*ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*