

# Title: Marketing and Communications Specialist

Social Venture Partners Waterloo Region (SVPWR) is a philanthropic organization that goes beyond simple donations. We actively connect a network of engaged community members with local charities, enabling these leaders to invest their time, money, and professional expertise to help these organizations grow. Additionally, we support the broader charitable sector with skills-building programs such as Perfect Pitch, SVP Teens, and our lunch workshop series.

Although a small team, we get a lot done and are looking for a summer student to join our team as we focus on some big changes.

## POSITION OVERVIEW:

SVPWR is seeking a motivated and creative student to be our Marketing and Communications Specialist in Summer 2024. This opportunity is funded in cooperation with the 2024 Canada Summer Jobs Program. As per the requirements of the program, the successful candidate will need to meet the following criteria. Please ensure you review the below before applying:

- Must be between 15 and 30 years of age at the start of the employment\*;
  - \*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.
- 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\*\*;
  - International students are not eligible participants.
- Must have a valid Social Insurance Number at the start of employment.

## RESPONSIBILITIES:

### 1. Website

- Overhaul and enhance the SVP website for a more engaging, and accessible user experience.
  - Develop new and exciting graphics, videos, and blog posts for the website.

### 2. Social Media

- Manage and create content including graphics and videos.

### 3. Collateral Development

- Create FAQs, social impact reports, and summarize SVP's mission and strategies.

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## QUALIFICATIONS

### Education and Experience

- Education (current or completed) or experience in Marketing, Digital Media, and/or Graphic Design, and/or Communications.
- Experience in Word Press, Elementor, Canva, and Adobe Creative Suite.
- Knowledge of web accessibility guidelines and standards.

### Technical Competencies

- Excellent written and verbal communication skills, including web/social writing.
- Strong graphic design skills.
- Proficient in Adobe Creative Suite and Canva.
- Video creation and editing proficiency an asset.
- Event and/or portrait photography an asset.

### Core Competencies

- High attention to detail and results-focused individual.
- Able to take initiative and work independently.
- Able to organize, multitask, problem-solve, and remain flexible within a fast-paced and changing environment.

### Hours of Work

This position is a full-time, 560-hour contract position with an anticipated start date of May 13th. Hours of work are generally 9:00 a.m. to 4:00 p.m., Monday to Friday, with occasional evening events.

The student will be required to provide their own laptop or computer for this role.

**Hourly Wage:** \$18.55

**How to apply:** Please send a resume, and if available, a design portfolio with some examples of graphic design to [info@svpwr.org](mailto:info@svpwr.org). Please make the subject line of the email "Marketing and Communications Specialist Role".

**Deadline:** May 1, 2024 11:59 PM

**Location:** This will be primarily a remote role, but the individual in the role will be expected on site in Kitchener a few times over the course of the contract.

