



The Edmonton Neighbourhood Watch Program Society
#4, 11630 Kingsway, Edmonton, Alberta T5G 0X5

Marketing Coordinator Job Posting

Job Description

The Edmonton Neighbourhood Watch Program Society develops, implements and manages crime prevention programs designed for use by individuals and groups. The organization's activities are geared towards building safer communities through the provision of crime prevention programs and education that raises awareness and encourages inclusion and participation.

The Edmonton Neighbourhood Watch is a proud recipient of a Federal Government grant under the Canada Summer Jobs Program with the Department of Service Canada. The Edmonton Neighbourhood Watch is looking for an accountable Marketing Coordinator who is creative and have a solid understanding of marketing techniques with a keen interest in providing a consistent brand voice across all marketing activities to specific audiences. The Marketing Coordinator will have excellent organizational, communication, time management and research skills. Top candidates will exhibit critical thinking skills, strong problem-solving skills and a meticulous attention to detail.

Title: Marketing Coordinator (two positions available)
Status: Full-Time position to be filled
Wage: \$15/Hour
Location: Edmonton, Alberta
Work Terms: Weekdays, possible weekends (Total of 9 weeks of employment, 30 hours/week), between June 15, 2021 – February 26, 2022.
Open to: Citizens and permanent residents of Canada.

***Interested Candidates must be of an age between 15 – 30 years old according to the
Canada Summer Jobs Program Guidelines***



Responsibilities

Reporting to the Board of Directors, the Marketing Coordinator will be responsible for:

- Developing and implementing a marketing plan for the organization's programs including print, broadcast and online content.
- Supporting the marketing and design of advertisement tools.
- Setting up tracking systems for marketing campaigns and online activities.
- Conducting market research.
- Responsible for Social media accounts.
- Advertising daily organization programs and activities.
- Assisting with any other duties as required.

Required Qualifications

- Knowledge of Marketing/Communications techniques (essential).
- Experience with creative writing, advertising concepts and social media.
- Critical thinker with strong problem-solving and research proficiencies.
- Ability to comprehend and interpret competitor strategies and consumer behavior.
- Solid organizational skills and detail oriented.
- Ability to work under pressure and meet strict deadlines.
- Creative mind with excellent written and verbal communication skills.
- Ability to simplify complex information into a user-friendly format.
- Proficient in Microsoft Office, Photoshop and knowledge of web editing packages.

Required skills and knowledge

- High energy, self-starter
- Experience and/or desire to work with a variety of people with different backgrounds.
- Excellent people skills and a friendly, responsible, service-oriented attitude
- Strong communication and teamwork abilities
- Able to problem solve effectively.

For inquiries and to submit your resume to enwsecretary@enwatch.ca

Application submission Deadline: May 30, 2021