



The Temiskaming Foundation

Job Description:	Marketing and Development Coordinator
Reports to:	Executive Director
Type:	Permanent Part-Time, 15 hours per week (flexible hours)
Location:	419 Whitewood Avenue, New Liskeard, ON
Hourly Pay:	\$27/hour

About the Foundation

The Temiskaming Foundation is committed to strengthening community wellbeing. We do this by inspiring giving, by thoughtfully caring for the assets entrusted to us, and by supporting ideas, initiatives and activities that strengthen our communities. Founded in 1994, we have been making grants to our community for over 30 years, contributing over \$7 million back to the District of Timiskaming.

Position Overview:

Reporting to the Executing Director, the Marketing and Development Coordinator is responsible for communicating with the public (donors and beneficiaries, both existing and potential) about the Foundation through social and traditional media, reports, brochures, multi-media and events.

The Coordinator will take the lead on coordinating several core events throughout the year, including grant presentation, professional outreach and other events identified in the implementation of the Foundation's strategic plan, which may involve targeted Fund Development to address issues identified by the Foundation's Vital Signs Report.

The Coordinator will work with the Executive Director to create and implement the annual marketing and communications plan, promoting the Foundation through all required mediums, such as press releases, email newsletters and social media posts, and will be expected to attend events representing the Foundation.

This position requires an individual with excellent communication skills, networking and organizational skills. The individual must be able to work independently, but as a responsible and responsive member of a team. The Coordinator will be committed to the mission of the Foundation, and will effectively promote and communicate its values, vision and strategic plan.

Key Responsibilities:

- Participate in the development and implementation of the annual marketing and communications plan

- Organize and participate in outreach activities designed to promote and advance the interests of the Foundation in the community
- Research opportunities to promote and advance the interests of the Foundation in the community
- Participate in relationship building, developing and maintaining effective working relations and collaborative arrangements with community leaders, groups, donors, funders, government decision makers and other organizations to help achieve the mission and goals of the Foundation.
- Provide coverage to the Executive Director on day-to-day administrative tasks of the Foundation during vacations or in the event of illness
- Other tasks as arise, related to the position.

Required Experience, Skills and Qualifications

- Demonstrated ability to develop and implement strategy
- Proven commitment to excellence in community development
- High level proficiency with Microsoft Office software and various online tools
- High level proficiency in Adobe Design Suite products and Canva
- A highly effective communicator with strong interpersonal skills, verbal communications and writing skills
- A reputation for personal integrity and the highest ethical standards
- Demonstrated willingness to take ownership of projects and programs while working seamlessly within a positive team environment
- English is required, French is an asset

Education

- Degree in marketing, communications or visual arts is an asset
- Equivalent work experience

Flexible working conditions:

Hours of work may be scheduled around existing commitments and there will be flexibility to work from home when required, though the expectation is that the individual will work primarily from the Foundation office. Some evenings and weekends will be required for events.

Submissions

Please submit a cover letter and resume by email to tff@temiskamingfoundation.ca

For questions, please contact Brigid Wilkinson, Executive Director
tff@temiskamingfoundation.ca; 705-647-1055