

MARKETING ASSISTANT (SUMMER 2024)

At Graf-Martin Communications, we develop and implement marketing solutions for organizations that do good. Graf-Martin has proven to be a trusted brand, marketing, publicity, and communications partner for organizations championing hope, justice, and generosity both in their community and worldwide. We are mission-driven and focused because we care deeply about what we do.

Position Summary

Graf-Martin Communications is looking for a proactive and energetic Marketing Assistant (Summer) to join their team for a summer student contract role of 8 - 12 weeks through the Canada Summer Jobs program!

This is a 30-hour-a-week position; based at Graf Martin office in Elmira ON.

Hours: Monday to Friday, 9:30 am to 5:00 pm (30-35 hours per week)

Location: Elmira, ON

Wage: \$20.90/hour (Waterloo Region Living Wage)

Anticipated start date: May/June 2024

Reporting to the Marketing Manager, the Marketing Assistant will work alongside a team of professionals to provide marketing and administrative support for various projects.

Key responsibilities:

Marketing project support

- Provide task-driven support to various marketing, branding, and communications projects
- Conduct primary or secondary research for campaign marketing projects
- Compile brand research
- Provide marketing editorial and proofreading support
- Research best practices; marketing/PR idea generation

General marketing support

- Conduct, compile, and present sector research and data
- Conduct, compile, and present business development research and data
- Managing Director and/or President, handling various tasks, including but not limited to pre-session preparatory work, managing calendars, and entering project time
- Provide database research

Qualifications:

- Post-secondary education, preferably in a communications- or marketing-related field.

- Aptitude for working in a fast-paced environment with complex organizations
- Previous volunteer or work experience with non-profit organizations
- Excellent organization and time-management skills.

Eligibility Criteria:

As this position is under consideration for funding through the Canada Summer Jobs program, candidates must meet ALL of the following:

1. be between 15 and 30 years of age (inclusive) at the start of employment;
2. be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
3. be legally entitled to work in the Province of Ontario.

Application instructions:

Please submit a cover letter and resume to careers@grafmartin.com by May 19, 2024, referencing the position title in the subject line of your email.

We look forward to hearing from you!

We thank all applicants for their interest in Graf-Martin Communications. Only those applications selected for an interview will be contacted.

We are an equal opportunity employer and will only contact applicants invited for an interview. Those who require accommodations should contact the hiring manager.