



## **J O B   P O S T I N G**

**Temporary Marketing & Technology position**

**Monday-Friday**

**Full Time- 35 hours/ week**

**ACW Administration Office**

This position has been funded through the Canada Summer Jobs Program.

A resume and cover letter to be submitted to [kim.cole@acw.on.ca](mailto:kim.cole@acw.on.ca) by 1:00 pm on Thursday May 19, 2022

**Start Date:** June 27, 2022 for 10 weeks

A Child's World is seeking an individual who can coordinate with our Administration team to update and bring new ideas to our website, marketing, social media, as well as develop a communications strategy.

### **Requirements:**

- Applicant must be; between 15-30 years of age,
- Canadian citizen, a permanent resident, legally entitled to work according to Ontario legislation and regulations.
- A satisfactory Criminal Reference Check- Vulnerable Sector
- Access to reliable transportation
- Demonstrated knowledge of marketing and technology
- Proficiency in computer programs

### **Responsibilities:**

- Working well independently as well as with small groups
- Able to participate and complete Health & Safety training (internal)
- Ability to use professional judgement.
- Ability to maintain neat and accurate documents.
- Ability to interact in ways that demonstrate respect, trust and cooperation.
- Ability to accommodate competing demands.
- Ability to maintain confidentiality of all information related to A Child's World's children, families, colleagues and the community.

A Child's World is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.

