



The Guelph Community Foundation

Job Title: Marketing Assistant

Rate of Pay: Guelph Living Wage \$21.30/hr

Employment Type: 10 Week Contract

Tentative Start Date: June 2, 2025

Tentative Finish Date: August 8, 2025

Deadline to Apply: Sunday, April 27, 2025

This position is expected to be funded through Service Canada's Canada Summer Jobs Program. Therefore, it will be offered only upon confirmation of this funding and is subject to change.

Job Summary:

Working closely with staff and volunteers, this position will support The Guelph Community Foundation with its 2025 marketing and communications efforts. The Marketing Assistant will assist in communicating and promoting the Foundation's various activities. This includes marketing for the Foundation's events and fundraisers, co-producing the Annual Impact Report, and preparing content for newsletters, blog posts, and social media. For example, sharing about the impact created by donor support towards local community organizations.

With a passion for effective and creative storytelling, the Marketing Assistant will be responsible for updating the social media feeds with content, such as promoting events, highlighting funds, and sharing grant impact stories. This role also involves updating the Foundation's website and drafting marketing content for donor and fundholder communications. Additionally, the Marketing Assistant will attend meetings and assist with other tasks as needed.

The ideal candidate for this position will be a resourceful worker with strong computer skills. They will be detail-oriented and adaptable to changing priorities. They will also be a self-starter who works independently and enjoys working collaboratively as a member of a small team.

This is a full-time hybrid remote role, based on 30 hours per week (for 10 weeks) with some in office requirements. Applicants must be able to attend weekly in office meetings at the Guelph location. As this position is offered through Canada Summer Jobs, applicants must be under the age of 30 and legally entitled to work in Canada with a valid social insurance number.

Beneficial Experience:

- Knowledge of Guelph, its surrounding community, and the non-profit social sector

- Understanding of and experience with effective media communication channels
- Experience in the promotion and marketing of special events and fundraising initiatives

Skills, Abilities, and Requirements:

- Excellent communication skills (written and verbal)
- Able to communicate effectively in various ways using clear and accessible language
- Ability to take initiative and work collaboratively; experience working with volunteers
- Excellent organizational skills, attention to detail, and creative problem-solving abilities
- Proficient using Microsoft Office, including Outlook, OneDrive, and SharePoint
- Experience using marketing tools such as Hootsuite, MailChimp, Canva, and WordPress
- Ability to work remotely, independently, and resourcefully

Application Instructions:

Submit your resume and a one-page cover letter to admin@guelphcf.ca by April 27, 2025.

In your cover letter, please answer the following questions:

1. Why would you like to work for The Guelph Community Foundation?
2. Why do you believe you would be a strong candidate for this position?
3. What work/personal accomplishment are you most proud of to date?

Only applications received by email with both a resume and cover letter will be considered.

The Guelph Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We invite applications from diverse populations and groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation. We thank all applicants; however only candidates selected to be interviewed will be contacted.

About The Guelph Community Foundation

The Guelph Community Foundation is a charitable public foundation dedicated to providing leadership in promoting community philanthropy and enhancing the quality of life for the citizens of Guelph and surrounding communities. The Foundation pools the charitable gifts of donors into permanent, income-earning endowments. A portion of the annual earned income is then granted from the endowment pool which supports a wide range of charitable programs and activities. The office is located in downtown Guelph and the staff work in a hybrid model. To learn more about us visit our website at guelphcf.ca and follow us on social media.