



## **Job Posting: Marketing Coordinator**

**Job Title:** Marketing Coordinator

**Reports To:** Communications Manager

**Location:** 2200 South Sheridan Way, Mississauga, ON L5J 2M4

**ISNA Canada** is a Mississauga based national Muslim organization committed to providing Muslims with opportunities to develop and put their faith into action. It envisions vibrant Muslim communities as catalysts for positive change in Canada.

**Position overview:** Execute marketing and advertising campaigns for various ISNA projects.

**Salary:** \$14/ Hour. This position is a summer student opportunity from May-August 2019 and is contingent on funding approval from the Canada Summer Jobs program. Interviews will only be conducted after funding approval has been received.

### **Responsibilities:**

- Capturing and accurately documenting user requirements for graphic design requirements.
- Liaising with graphic designers and ensure timely delivery of deliverables for end users.
- Understanding and adhering to quality standards and control for all media content. Assist in improving standards, where appropriate.
- Overseeing and designing web content including the migration of content between content management systems
- Designing and creating digital and print campaigns including annual calendar, annual reports, brochures, posters, newsletters in full colour work
- Maintaining standards of graphic design and production values for print-based projects and coordinating transfer of existing designs to website
- Maintaining media library and documentation, as needed.

### **Qualifications and Skills:**

- Applicants must be between the ages of 15 to 30 years (inclusive)
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, for the duration of the employment
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations



- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Strong knowledge and some experience of designing both print and digital media.
- Possesses strong proven planning and organization skills
- Strong aptitude for attention to detail
- Good time management skills, organized, and deadline-oriented
- Ability to respond to user requests with patience and enthusiasm
- Undertake work with little supervision or assistance, directing one's own efforts
- Ability to undertake duties working within a team or independently, as needed
- Related degree or diploma in digital or print design, or similar equivalent experience
- Experience in Photoshop and Illustrator is a plus

**How to Apply:**

Resume and cover letter must be emailed to [jobs@isnacanada.com](mailto:jobs@isnacanada.com) by Friday, March 15, 2019. Please include "Media Coordinator" in the subject line.