

BGC South East is currently seeking the following position:

Marketing and Community Development Coordinator

Job Posting Details:

Location - West End Community Centre (1300 Bath Road), may travel to or work out of other sites as needed

Start Date: June 22, 2026

Timeline: 8 week contract (summer job), for 35 hours/week

Rate: \$21.00/hour

Schedule - Daytime (must be available to work occasional weekends)

Overview:

The Marketing & Community Development Coordinator will work with the Resource Development team to enhance community initiatives and outreach, increasing the organization's community participation.

Key Responsibilities:

- Design and implement marketing assets for use in a variety of channels: website, traditional media, social media, Constant Contact, and other communications platforms;
- Provide special events planning and implementation support;
- Communicate the impact of initiatives through testimonials, written pieces, and photos;
- Assist with the planning, implementation, and administrative tracking of community initiatives;
- Support and steward existing community partnerships, while aiming to establish new community relationships;
- Support external communications, including the engagement of donors, volunteers, and community partners.
- Assist in the data collection of community engagement initiatives, to evaluate effectiveness;
- Track marketing results and engagement metrics, developing appropriate reports;
- Ensure all communication materials and community initiatives meet BGC tenets of inclusivity, diversity, and accessibility;
- Weekly communication of task completion based on annual marketing plan to Manager and Director of Resource Development.

Job Requirements:

- Currently enrolled in or a graduate of Post-Secondary Education in Marketing, Communications, Business, or related field
- Proficient use of Microsoft Office (Word, Excel, etc);
- Proficient use of social media management tools (Hootsuite, Facebook, Instagram, etc)

- Graphic design knowledge and experience considered an asset
- Experience in design softwares (Canva, Adobe, Photoshop, etc) considered an asset
- Fundraising experience considered an asset
- Criminal Reference Check (including Vulnerable Sector Check)
- Valid Driver's Licence

Application Process:

Submit resume and cover letter **by May 12, 2026**, indicating position applying for to the attention of:

HR Administrator
hr@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

We thank all those who apply, however only successful candidates will be contacted for an interview.