

COMMUNITY LEGAL EDUCATION ASSOCIATION (CLEA), a charity providing public legal education services, requires a COMMUNICATIONS & MARKETING CONSULTANT

Duties

Duties will include the following:

- Analyze CLEA's communications and marketing needs,
- Develop action plans for potential strategies to improve internal and external communications
- Develop a marketing plan for CLEA's programs,
- Develop promotional materials for CLEA's programs,
- Explore new ways to engage and identify social networks to reach our target audiences,
- Plan, develop and implement social media strategies,
- Manage social media,
- Develop website content to support events and on-going fundraising activities,
- Identify fundraising opportunities,
- Identify target audiences for our programs and services,
- Help develop client stories,
- Develop and design marketing and promotional material, including Power Point presentations, flyers, brochures, templates,
- Develop various communication resources for internal and external use, such as press releases, backgrounders, biographies, newsletters, event materials.

This position would be of interest to a student enrolled in a business program, marketing program, business and administration course or communications and public relations.

Qualifications

- Good writing and communication skills,
- Good judgment and flexibility,
- Ability to work effectively independently, as well as in a team,
- Proficiency with a variety of social media platforms,
- Education or experience in marketing and communication,
- Proficiency with graphic design programs a definite asset.

Hours and Pay

30 hours per week. Maximum of 240 hours/ 8 weeks. Pay \$12.90 per hour.

DURATION

May 28th – July 20th, 2018

This employer has applied to the Canada Summer Jobs initiative. This program provides wage subsidies to employers to create employment for secondary and post-secondary students. To be eligible for a position that is funded by Canada Summer Jobs, you will need to be between 15 and 30 years of age. You will also need to have been a full-time student in the previous academic year and intend to be a full-time student in the next academic year. You will also need to be a Canadian citizen, a permanent resident or a refugee and be legally entitled to work in the employer's jurisdiction.

How to apply

By email: info@communitylegal.mb.ca