



Marketing and Communications Coordinator

Contract / Part-time, Hybrid

Kingston Literacy & Skills (KL&S) is a non-profit community organization serving Kingston and the surrounding communities since 1977. With professional, knowledgeable staff and dedicated volunteers, we deliver literacy upgrading, workforce preparation, and English Language instruction to adults and families in Kingston, Napanee and Brockville.

We are seeking a part-time Marketing and Communications Coordinator to complete specific deliverables identified within a marketing and communication project plan funded by temporary grant support. This is a 12-month, contract position.

As the Marketing and Communications Coordinator you will be responsible for:

- Developing long-use, accessible marketing and communication assets to be used in social media and communication campaigns to promote the messaging and services of KL&S
- Developing marketing and communication assets in alignment with a marketing and communication strategy; assets include print, digital, video, explainer video, podcasting, and/or press/media

Qualifications

- Holds or is working towards a post-secondary degree, diploma, or certificate with a focus in art, marketing, design, communication, or a similar field of study
- Experience working in a diverse environment and/or working with adults and newcomers
- Proficient in MS Office Suite, Canva, Adobe Suite, and social media applications
- Knowledge of accessibility standards as applicable to digital communication; experience with captioning, including multi-lingual captioning is an asset
- Creative, energetic and enthusiastic with a high level of professionalism
- Demonstrated respect and sensitivity for cultural and educational diversity and social uniqueness
- Experience creating marketing and/or communication assets as demonstrated through a portfolio or similar proof of experience
- Understanding of nonprofit/charitable sector is an asset
- Ability to plan a project, work independently, and meet timelines for deliverables
- Highly effective English oral and written communication and presentation skills and expert-level attention to detail
- Provide a clear criminal record check (CPIC) including vulnerable sector

This position is funded by a grant from the Ontario Trillium Foundation.

Applicants who are invited to interview should be prepared to provide evidence of ability to create accessible digital marketing and communication assets.

Hours and Salary: 15 hours/week up to 52 weeks contracted. \$23.00/hour plus 4% in lieu of vacation. This is a hybrid position; candidate must have reliable internet access and ability to work remotely as well as ability to report as needed to KL&S Kingston.

Deadline to apply is Friday, September 8, 2023. Start Date: ASAP.

How to Apply:

Interested candidates can submit a **cover letter, resume, and portfolio link (optional)** to:

Christianne Wojcik, KL&S Executive Director

Email: cwojcik@klsread.ca

Website: www.klsread.ca

KL&S hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation in order to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KL&S. However, only those selected for an interview will be contacted.