



The Social Planning Council of Peel

"Promoting social justice and citizen participation in the community"

Summer Student Job Posting: Marketing/Outreach Assistant

Social Planning Council of Peel (SPCP) is an independent, non-profit organization that promotes social justice by facilitating citizen participation in the identification of social issues and in the planning and implementation of collaborative actions to address those issues. SPCP is recruiting a summer student to fulfill the role of Marketing/Outreach Assistant for a ten (10) week period between May 21st and July 27th, 2018. This is a full time (30 hours per week) position funded by the Employment and Social Development Canada's Canada Summer Jobs Program.

Applicant must be:

- Registered as a full time student in the previous academic year intending to return to school on a full time basis in the next academic year;
- Between 15 and 30 years of age at the start of employment;
- A Canadian citizen, permanent resident, or person on whom refugee protection has been conferred; and
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Salary: \$14.00 per hour

Level of Education:

- Some College/Tech Training or University

Responsibilities

- To provide outreach to fledgling agencies and groups in Peel.
- Conduct intake and assessment for each agency supported by the SPCP.
- Facilitate new agencies' access to the needed resources.
- Assist in managing Council's working groups/meetings.
- Collect, tabulate and prepare project statistics/reports.
- Prepare Marketing materials/social media materials for various projects.
- Organize reference materials and additional materials as required by the SPCP, etc.
- Assist in research project administration (e.g., filing, photo copying, faxing, mailing, etc.).
- Attend agency meetings/conferences.

The ideal candidate possesses these qualities:

- Computer skills: Microsoft Word, Excel, Powerpoint
- Experience in Marketing Software: Adobe, etc.
- Effective oral & written communication skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Creative thinker
- Reliable, excellent people skills and able to multi-task

Please send resume and covering letter, by **email, no later than 5:00 p.m. on May 11th** to:
Human Resources, Social Planning Council of Peel, 1515 Matheson Blvd. E. #215B,
Mississauga, ON L4W 2P5, **Email:** recruitment@spcpeel.com