

About the Foundation

Since 1959, the Ontario Professional Engineers Foundation for Education (the Foundation) has been providing financial support to engineering undergraduates. Annually, the Foundation provides \$159,000 in funding (106 scholarships) to the 16 accredited engineering schools in Ontario. The Foundation also provides a gold medal to the graduating student with the highest academic standing at each school.

About the Position

The Foundation is seeking a self-reliant and motivated student to work as a communications/marketing co-ordinator for an eight-week period in the summer. The position pays \$18.50/hour (35 hours/week). This is a work from home position. Youth/student will need a stable Internet connection and their own computer/laptop.

The Foundation has a part-time administrator who works from home. The administrator and board members will act as supervisors and set up calls/meetings as required with the communications/marketing co-ordinator. Supervisors are also available by phone or email.

The communications/marketing co-ordinator will work with the Foundation's administrator to seek out potential partners, foundations and corporations for fundraising and sponsorship opportunities, update the donor database and help develop and implement a social media plan for 2025-2026.

Tasks and Activities

Some of the duties of the communications/marketing co-ordinator include:

- Research and identify potential partners, foundations and events that the Foundation could work with to build and diversify our fundraising sources
- Write and edit impactful and action driven content for electronic communications (e-newsletter, social channels, videos)
- Manage Foundation's Hootsuite account
- Develop and create video content
- Write and edit web copy
- CRM database administration (input donations/issue tax receipts) and update client data
- Communication with scholarship recipients and school partners
- Research potential corporate partners and develop a sponsorship package
- Other duties as required

Skills and Qualifications

The skills and qualifications that we are seeking in the communications/marketing co-ordinator include:

- Demonstrated experience and/or education in communications, marketing, social media, journalism or a related field
- Demonstrated oral and written communication skills to work with clients
- Experience with social media management and developing impactful and action driven content creation is considered an asset
- Experience with content management systems and software (Canva, Hootsuite, Adobe, Office 365)
- Strong understanding and knowledge of marketing best practices and trends as well as digital marketing channels and technologies
- Strong writing and editing skills, as well as strong attention to detail and the ability to ensure consistency in messaging
- Well-organized with the ability to manage multiple projects, prioritize tasks, meet deadlines and work independently

How to Apply

Send an email to saskia@engineersfoundation.ca with ONE attachment including a cover letter and CV (Word or PDF).

Applications will be accepted until Monday, May 12 at 4 p.m. EDT.

NB: The start date is flexible, but can be no later than June 23.