

**Position title: Community Engagement (Marketing Coordinator)**

**Position Reference #: 1**

**Compensation: \$18/hour**

**Position is for 8 weeks, 35 paid hours/week + 0.5 hours unpaid/day**

**Start Date: Flexible between 5<sup>th</sup> June to June 15<sup>th</sup>, 2023**

**End Date cannot Exceed September 1<sup>st</sup>, 2023**

**Hybrid – For Halton Region and near abouts - Ontario**

**Work Timings: Flexible – Between 9 am to 6 pm mostly**

**Age Limit is 30 years**

**No transportation/accommodation provided by company**

**Preferred to bring own devices for work**

**Should be open to local travel for work**

To apply email to [info@actionforhumanity.ca](mailto:info@actionforhumanity.ca) with the subject line **“CSJ Application – Title of the position”**

**Job Description:**

Design, organize and run community-based social programs and services. Assess the community's needs and develop programs to meet these needs. Design, manage and evaluate outreach activities. Develop seasonal campaign portfolios for existing and new strategic partners and donors. Ensure that all monitoring, narrative and financial reports are received from respective partners in a timely manner and saved correctly in folders. Project trackers updated with correct information including beneficiary data. Ensure any change to projects is monitored by the change request form. Audit trail for all respective projects maintained.