

# Marketing and Events Assistant



*Are you looking for a temporary job that will make a difference in your community this summer?*

Made by Momma is a registered Canadian charity whose purpose is to provide programs, assistance, support and encouragement for families with young children living in Calgary and the surrounding area affected by short-term or life-changing illness, injury or adversity.

We are seeking a motivated and creative Marketing and Events Assistant. The successful candidate(s) must be aged 18 to 30 years. Ideally, we would love to work with someone that has experience in, or are working towards, a degree in non-profit studies, business, events management, PR/marketing, or communications or management. The Marketing & Events Assistant will support the event planning, communications and marketing operations for our charity.

This role will work with our team to perform administrative, creative, technical and customized tasks. In addition, this role will utilize our multi-media marketing channels, create and share stories about the families we support including new immigrants to Calgary/Canada, families transitioning from a homeless shelter into Calgary housing, families struggling financially in need of food and baby essentials, mothers and children who have left a situation of abuse, mothers battling postpartum depression, cancer or other life-threatening illnesses, families whose children have severe childhood illness or special needs, pregnant and parenting teen mothers attending school etc.

**Position Duration:** May 2022 – September 2022

**Wage:** \$17.00 per hour, minimum 30 hours per week.

**Location:** In person in West Hillhurst Calgary, not eligible for remote work or work from home

## **Responsibilities:**

- Create digital marketing and social media content
- Help plan, organize and manage community and online events
- Assist in the development and distribution of newsletters, community and annual reports
- Design and develop marketing materials including mailouts, flyers, program one pagers, and more
- Website content management
- Utilize our multi-media marketing channels to create and share data / storytelling

## **Qualifications:**

- Self-motivated and demonstrates enthusiasm
- Passion for community initiatives
- Compassion and understanding for those we serve
- Willingness to accept assignments and complete them thoroughly & on time
- Excellent computer literacy including Microsoft Office, social media platforms, and graphic design programs
- Excellent communication and organizational skills, and attention to detail
- Demonstrated initiative and creative problem-solving abilities
- Ability to multi-task and prioritize while working on multiple projects concurrently
- Ability to exercise discretion and confidentiality at all times
- Works well both independently and as a team
- *The successful candidate must have the ability to thrive in an environment of continuous change and growth!*

To apply, please submit your resume and a cover letter to: Allyson Palaschuk [president@madebymomma.org](mailto:president@madebymomma.org)

Please include your area of study, interests, previous employment and volunteer experience. Emphasis will be on recruitment of candidates who have the interest and experience to make a significant impact on the long-term performance of Made by Momma. We appreciate all inquiries, but please note only those chosen for an interview will be contacted. [www.madebymomma.org](http://www.madebymomma.org)

This position is being supported by the Canada Summer Jobs Program/Service Canada

Eligible Participants

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>3</sup>; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.