

We are looking for a

Marketing & Communications Coordinator

Overview



Closing Date: 2025-07-21

- Education: College/CEGEP or equivalent experience.
- Experience: Experience an asset.
- Location: Physical/On-Site (1182 Foreman Rd. Port Carling).
- Internship: This position is a paid internship that encourages on-the-job learning and skill development. It is aimed at any candidate who wishes to acquire work experience or explore a career.
- Transportation: Must have reliable transportation and access to a vehicle.

Description

- Content Creation & Management: Develop digital content for social media, newsletters, and blogs, to promote Muskoka Chautauqua's events
- Social Media Strategy: Manage platforms, create a content calendar, monitor engagement, and grow online presence.
- Email Marketing & Audience Engagement: Assist in crafting and scheduling campaigns to increase attendance and donations
- Event Promotion & Public Relations: Develop marketing materials, write press releases, and liaise with media to boost visibility.
- Website Updates & Search Engine Optimization (SEO): Maintain website content, ensuring accessibility and search engine optimization
- Graphic Design & Branding: Create promotional assets to maintain brand consistency
- Analytics & Performance Tracking: Monitor metrics to optimize engagement strategies
- Sponsorship & Donor Communications: Support outreach

Are you ready to make a difference and join our team?

Apply Now!

Further Information



705-765-1048



www.muskokachautauqua.com



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:
<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>