



Marketing Assistant

Reports to: Foundation Director

Hours of work: 30 hours per week, with flexibility.

Dates: June 12 to August 19 (9 weeks)

Founded in 2004, the Grace Village Care Foundation provides an opportunity for residents, family members, friends, foundations and corporations to financially support the work of Grace Village through donations and bequests. It also allows Grace Village, as a not-for-profit operation, to remain focused on what we do best – helping seniors enjoy their later years in a beautiful, secure environment among an extended family of caregivers and friends.

Fundraising activities include regular communication with donors, as well as specific events like an annual Golf Tournament, a fundraising walk, a 1000 Apple Pies fundraiser, and a Thrift Store called Boutique Encore.

Description of the Role:

We are looking to hire a bilingual student to join our passionate team of professionals supporting seniors in the Eastern Townships. This unique opportunity will allow you to give back to your community and develop communication and leadership skills, all while encouraging intergenerational connections and working with volunteers.

Responsibilities include:

- Supporting & participating in events, communicating with prospective residents, donors, community members, and senior residents.
- Assisting in promotional campaigns, registration and follow-up communications for fundraising events and opportunities
- Updating social media pages and helping develop the overall Communications Plan
- Performing market research and maintaining communication databases as needed to support campaigns and events
- Maintaining campaign and event files and reference materials, filing & scanning etc. as needed

When you see the impact your work has in the lives of some of the most vulnerable individuals in your area, you may see working with seniors as a potential career path!

Education & Qualifications:

- Working on a Degree or Diploma with a major in Sales, Marketing, Communications and or Public Relations or a background in a service industry-related position;
- Solid knowledge of digital and social media tools/technologies;
- Excellent written and verbal communication skills;
- Empathetic and effective interpersonal customer service skills;
- Work independently and in a team environment;
- Knowledge of related software programs such as Microsoft Office, Canva;
- Flexible hours (evenings, weekends) will sometimes be required

To apply, please email your resume & cover letter to gvfoundation@masscom.ca.