



ONTARIO HOME ECONOMICS ASSOCIATION
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JOB POSTING WITHIN OHEA

Date Posted: March, 13, 2017

Job Title: Digital Marketing Coordinator

Job Type: Contract (April 2017 – December 2017)

Location: Home-based office

OHEA is currently looking for a Digital Marketing Coordinator to work with the Executive team to execute OHEA's monthly newsletter, website updates and social media posts.

The Digital Marketing Coordinator reports to the President/VP Communications and is responsible for:

OHEA Newsletter:

- Designing, curating content, editing and sending out OHEA's monthly newsletter News Digest via MailChimp.
- Reporting newsletter statistics to OHEA's Executive team on a monthly basis.

OHEA Websites:

- Curating content and posting on OHEA's websites – ohea.on.ca, food-literacy.ca, oheaconference.ca. Content may include OHEA news and information, home economics news, events, job postings, blog posts, media releases, branch news, etc.
- Reporting website statistics to OHEA's Executive team on a monthly basis.

OHEA Social Media Platforms:

- Curating content and posting on OHEA's social media platforms – Facebook, Twitter, Instagram, LinkedIn and Youtube.
- Reporting social media statistics to OHEA's Executive team on a monthly basis.

Qualifications:

- Good understanding of website CMS (Weebly), email marketing (MailChimp) and social media (Facebook, Twitter, Instagram, LinkedIn & Youtube).
- Must be able to work independently and efficiently.
- Excellent communication skills.
- Knowledge and understanding of OHEA's values and mission.

Compensation:

\$20.00/hour up to a total of 30 hours per month (10 hours for each responsibility).

Qualified candidates are invited to submit a cover letter and resume in Word or PDF format, outlining why they believe they would be the ideal candidate for this role. Please include links to any social media accounts you currently manage. Please submit your application, in confidence, to Allison Jorgens at allison@ohea.on.ca.

Deadline: Sunday, March 29th, 2017.

All applicants will be considered by the OHEA Executive.

While we would like to thank all applicants, only those selected for interview will be contacted.