



Marketing/Fundraising Coordinator

Position: Marketing/Fundraising Coordinator

Location: Ontario (remote)

Language: English

Supervisor: Marketing & Fundraising Director

Position Type: Contract, full-time

Job Requirement: Must be eligible for the Canada Summer Jobs program

Hiring Salary: \$15.00/hour

Starting Date: Monday, June 13, 2022

Duration: 12 weeks

Apply via email to: jobs@amrefcanada.org; please include the job title in the subject line of the email

Application deadline: Sunday, June 5, 2022 at 11:59 p.m. EDT

OVERVIEW:

Amref Health Africa, the largest African-led international organization on the continent, reached more than 7.8 million people in 2020 through 207 health-focused projects. Founded in Kenya in 1957 as the Flying Doctors of East Africa, Amref Health Africa's strategic pillars focus the organization's work around human resources for health, innovative health services and solutions, and investments in health. Our partnerships with communities in Africa to create lasting health change are at the heart of all we do.

Amref Health Africa in Canada is seeking to recruit a student intern to support the Marketing & Fundraising Department in the role of marketing /fundraising coordinator. The ideal candidate is majoring in marketing, communications, public relations or a business program. Previous direct marketing, digital marketing, and reporting would be an asset.

The Marketing/Fundraising Coordinator will be supervised and mentored by the Director of Marketing & Fundraising.

Responsibilities

- Support donor data integration activities, campaign testing, tracking and reporting within CRM - Microsoft Dynamics
- Assist with email marketing set up and testing as required
- Content review for marketing and fundraising campaigns
- Support donor engagement through donor journey mapping schedules and tactics
- Support events, campaign development for email, online and direct mail
- Event planning and co-ordination support
- General administrative and marketing/fundraising support as assigned



Knowledge, Skills & Abilities

- Support for Amref Health Africa's vision for lasting health change in Africa
- Working knowledge in planning, managing and executing digital media programs and initiatives
- Experience creating marketing content for direct mail and digital channels
- Detail oriented, exceptional proof reader
- Strong internal and external relationship building skills
- Project management skills with a high-level of accountability for the quality and timely completion of projects; strong planning, time management and organizational skills; ability to manage many projects simultaneously and meet tight deadlines
- Proficient in computer and Microsoft Office Suite programs and CRM platforms

Education & Experience

- Pursuing a university degree or college diploma in marketing, communications, or a related field

Work Environment

- The applicant will work remotely following the organization's standard working hours.
- This position may require extended periods of standing, sitting, as well as some repetitive movements
- Reasonable accommodations may be made to enable individuals with disabilities to perform the key components and primary responsibilities

Eligibility Criteria:

As the funding for this position comes from Service Canada's 2022 Canada Summer Jobs program, applicants **MUST** meet the following specific criteria.

- (a) is between 15 and 30 years of age (inclusive) at the beginning of the employment period;
- (b) is a Canadian Citizen, OR permanent resident, OR person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- (c) have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International students are not eligible. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Amref Health Africa in Canada is an equal opportunity employer. Recruitment and selection procedures reflect this commitment. Amref Health Africa in Canada is committed to diversity in the workforce and individuals from all disadvantaged groups are encouraged to apply.

We thank all applicants in advance, however **only those selected for an interview will be contacted.**