

## **Marketing Assistant (Summer Student 2025)**

Posting #: KC-2025-001

### **Organization Overview:**

Kemptville Campus Education and Community Centre is a non-profit organization dedicated to realizing the potential of our extraordinary, historic, publicly owned campus, offering a welcoming and sustainable working, learning and recreational environment for people from across Eastern Ontario.

Located in the Municipality of North Grenville, our 630-acre campus features a diverse landscape of forests, wetlands, fields, trails, and a village-like setting with educational and recreational facilities. Kemptville Campus is home to 38 organizations, including schools, childcare centres, a sugar bush, beehives, greenhouses, a community garden, and local businesses. We also partner with campus-based schools to support apprenticeship training and educational initiatives.

### **Position Summary:**

Kemptville Campus is hiring a Marketing Assistant through the Canada Summer Jobs program for an 8-week term. This full-time position (35 hours per week) will run from Monday, July 7, 2025, to Friday, August 29, 2025.

The successful candidate will support the development and execution of marketing content and campaigns that promote Kemptville Campus.

### **Key Responsibilities:**

Reporting to the Executive Director, the Marketing Assistant will:

- Research and analyze the Campus's history, goals, and brand to support the creation of authentic marketing content
- Develop social media campaigns
- Create compelling graphic designs for digital use and print materials (e.g., posters, banners)
- Assist in creating a welcome package for new tenants
- Support the promotion of events, rentals, and training opportunities
- Collaborate with staff to maintain a positive and team-focused work environment
- Perform other duties as required

### **Qualifications:**

- Post-secondary education (in progress or completed) in Marketing, Communications, Public Relations, or related field

- Proficiency in Microsoft Office
- Excellent written and verbal communication skills
- Strong interpersonal and organizational skills
- Valid driver's license and access to a reliable vehicle (no public transit available)
- Fluency in English and French is an asset
- Experience with Joomla is an asset

**Working Conditions:**

- Primarily on-site work during regular business hours at Kemptville Campus
- Occasional flexibility for remote work or schedule adjustments may be considered
- Extended use of computers may be required
- Attendance at meetings and training sessions as needed

**Compensation:**

\$20.00 per hour

**Eligibility Requirements:**

This position is funded by the Canada Summer Jobs program. Applicants must be between 15 and 30 years old at the start of employment. Applicants must be a Canadian citizen, permanent resident, or a person granted refugee protection under the Immigration and Refugee Protection Act. Applicants must be legally entitled to work in Canada.

**Application Process:**

Interested candidates should submit a cover letter and resume in confidence to:

[ahillis@kemptvillecampus.ca](mailto:ahillis@kemptvillecampus.ca)

**Deadline:** 4:00 p.m. on Thursday, May 22, 2025

Please quote job posting number KC-2025-001 in your application.

**Equity Statement:**

Kemptville Campus is an equal opportunity employer, committed to fostering a diverse, inclusive, and accessible workplace. Accommodations are available throughout the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).