



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: mnsinfo.org / Email: info@mnsinfo.org

Outreach Worker, EarlyON

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

This is contract position scheduled to work 35 hours per week.

Overview:

Reporting to the Program Manager, EarlyON, Outreach Worker is responsible for marketing and outreach of the EarlyON programs.

Duties:

- Create presentations, present and speak at outreach venues on behalf of the EarlyON services and programs.
- Create and implement outreach tasks within the Outreach Workplan which outlines design, distribution, promotion and publicity for the program activities including public service announcements, program calendars, special events and outreach/communication materials.
- Ensure that materials are developed and maintained by the internal and external communications procedures.
- Keep accurate record of outreach documentations and events.
- Work with Communications Coordinator to edit web content and design ensuring the content is user-friendly and engaging.
- Monitor web outputs and reporting on target levels.
- Distribute EarlyON promotional materials to external sites and agencies.
- Design social media graphics as per program needs.
- Work with the team to coordinate special events for the EarlyON program.
- Liaise with the EarlyON team to establish and understand needs for required materials for services, programs, events, and campaigns.

Qualifications:

- Community College or professional certificate in Communications, Marketing, Public Relations, or relevant domain.
- Minimum 2 years of experience working in the marketing and outreach sector. Non-profit sector experience is an asset.
- Excellent interpersonal skills with external stakeholders, third parties, and staff at all levels. Ability to speak and write in French is an asset.
- Excellent planning and organizational skills with particular emphasis on attention to detail.
- Demonstrated advanced knowledge understanding of web design, structure, position, and search engines; including website administration, editing and writing, working with content management system; and editing tools such as HTML.

- Demonstrated experience working with Photoshop, Adobe Illustrator, or other design programs.
- Advanced knowledge of Microsoft Office, particularly Access, Excel, PowerPoint, Word; HTML; Adobe and Photoshop with ability to produce high-end multimedia presentations.
- Demonstrated ability to work independently, take decisions, and respond to multiple priorities and to meet deadlines successfully under pressure in a deadline-driven and collaborative environment.
- Ability to work flexible hours, some evening and weekend events.

Location: 3540 Morning Star Dr, Mississauga, ON L4T 1Y2
(Temporary remote work during COVID 19 pandemic.)

Contract Start Date: September 1, 2021

Contract End Date: December 24, 2021

Rate: \$23 per hour

Deadline to apply: August 31, 2021

If you are interested, please send your resume with a covering letter to HR@mnsinfo.org

"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."

MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.