



Christian Talking Book Publications

Summer Opportunity for Youth

Position Title: **Marketing Coordinator (MC-W)**

The Talking Book Library (TBL) with the office located in Richmond Hill, Ontario, produces quality Christian literature in audio format free for those with visual impairments or a print disability.

TBL is looking to hire a youth in the summer to assist in marketing and communications. Financial assistance for this position has been funded by the Canada Summer Jobs program of the Government of Canada, and therefore recipients must meet the following criteria:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- 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 participants

Work Settings: Remotely (from home or school) most of the time, with periodic office visits
Start Time: Mid- or late June
Working Schedule: Part-time, total 420 hours before the end of February 2021 (e.g., 105 hours per month during July and August, and 35 hours per month from September 2020 to February 2021)
Reports To: Marketing Committee Chair
Hourly Rate: \$15

REQUIREMENTS:

- Proficient computer skills and good working knowledge of Microsoft Office and Google Apps.
- Experience with copywriting and creative development of communications pieces.
- Experience with social media marketing and basic graphic design of publications.
- Proficiency with Adobe Creative Cloud (InDesign) and website development apps are a plus.
- Skills with audio recording and editing software (LP Studio Pro/Sound Forge) are a plus.
- Support TBL's mission and culture.
- Good interpersonal and communication skills.
- A self-starter with the ability to work independently.
- Ability to learn on the job and to tackle an unfamiliar environment.
- Strong problem-solving skills.
- A personal computer available for work purposes, with a high-speed internet connection.



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DUTIES:

- Write for a variety of pieces for direct mail, brochures, website, blogs, and social media.
- Assist with the creative development of print and online materials for marketing and campaigns.
- Call or interview donors and patrons for stories, prayer requests, donations, and updates.
- Contribute regularly to the TBL mission and culture (planning meetings, and promotion).
- General office administration, web development, and sound production tasks as required.

Special Remarks for Working under Current COVID-19 Situation:

The majority of the duties can be performed remotely from the hire's home or school residence, with a proper high-speed internet connection. Communications and mentoring will be conducted via emails, phone calls, messages, online meetings, etc. When the COVID-19 restrictions are lifted, we will invite the hire to visit the office on a periodic basis (e.g. one or two times per month).

APPLICATION & INTERVIEW:

- Please email your cover letter and resume to info@talkingbooklibrary.org with the **position code MC-W**. Candidates will be selected for interviews by June 15 and applications will be accepted until the position is filled.
- Those selected for an interview will be contacted via email, and the interview will be conducted via an online meeting.
- Early application is highly encouraged as interviews will start once there are some qualified applicants.
- Please check our website www.talkingbooklibrary.org for organizational background information.

We thank all interested candidates; however, only those selected for an interview will be contacted.

Talking Book Library is an equal opportunity employer committed to diversity.

Talking Book Library is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Any assessment and selection materials or processes used during the recruitment process will be available in an accessible format to applicants with disabilities, upon request. If contacted for an interview, please advise the office if you require disability-related accommodation.