

Digital Marketing Coordinator

Location: Hybrid (Remote / Greater Toronto Area - GTA)

Employment Type: 30 hours/week at \$18.50/hour

Contract Duration: 8 weeks, starting July 6th, 2026

About Us

SMILE Canada- Support Services is a charity dedicated to supporting racialized children and youth with disabilities and their families. SMILE's focus area is diverse racialized communities including refugee and new immigrant families. Our vision is to support families through various programs and services in a culturally responsive manner.

We are seeking a passionate and creative **Part- Time Digital Marketing Coordinator** to join our growing team. The ideal candidate will help drive SMILE's marketing and communication efforts to raise awareness, engage our community, and support fundraising efforts. You will play a key role in developing campaigns, video projects, and building relationships with stakeholders to amplify our mission.

Eligibility Requirements:

Eligible candidates must be

- between 15 and 30 years of age (inclusive) at the start of employment;
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work according to the relevant provincial or territorial legislation and regulations.

International students are not eligible. Only candidates that meet all eligibility requirements will be considered for these positions.

Deadline to apply is May 9th, 2025.

Key Responsibilities (include but are not limited to):

- Create and curate content for social media, newsletters, blog posts, website updates, and fundraising campaigns.
- Collaborate with the Director of Marketing and cross-functional teams to plan, design, and launch targeted campaigns.
- Foster partnerships with influencers, media outlets, local businesses and community organizations to expand SMILE's reach.
- Travel across the GTA to capture and share the stories of the families we serve, programs at SMILE and caseworkers using compelling storytelling to highlight the transformative impact of SMILE's work.

- Develop and film projects

Qualifications:

- Excellent communication skills, both written and verbal.
- Strong design skills, with experience in Canva, Adobe Creative Suite, or similar tools.
- Ability to multitask, prioritize projects, and meet deadlines in a fast-paced environment.
- A passion for social causes and an understanding of issues related to disability and accessibility.
- Knowledge of marketing trends, audience behavior, and best practices.
- Videography, photography, and editing skills are essential, with experience using software such as Cap Cut, Adobe Premiere Pro, Final Cut, or similar.