



ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community.

Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

MAKE AN IMPACT

Being a part of the Turning Leaf family means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

MARKETING INTERN COORDINATOR JOB SUMMARY

Reporting to the Director of Marketing and Communications, the Marketing Intern Coordinator is primarily responsible for overseeing fundraising, donation, donor, community engagement programs, events, initiatives, and provides marketing communications support to the department. The Marketing Intern Coordinator also collaborates with all departments as needed to help further the agency's mission, vision, objectives, and goals.

ESSENTIAL REQUIREMENTS

- Cover Letter and updated Resume
- Actively completing a post-secondary degree or diploma in marketing/advertising/branding/communications or related field
- Clear Criminal Record with Vulnerable Sector Checked, Adult and Child Abuse Registry Checks' (no older than three months or willing to apply upon hire)
- Is a Canadian Citizen, Permanent Resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- Experience using Donor Perfect an asset
- Skilled using social media apps (IG, FB, etc.) and other platforms like Constant Contact, etc.
- Three employment references

QUALITIES AND QUALIFICATIONS

- Empathetic to those experiencing mental health and cognitive challenges
- Excellent oral and written communication skills including brand messaging, social content, and corporate communications
- Excellent organizational and troubleshooting skills, with a strong attention to detail
- Strong interpersonal skills, the ability to interact with all levels of personnel, treat all with dignity and respect, and open and receptive to people's needs
- Self-starter and proactive approach in resolving problems and issues
- The ability to work in a fast-paced environment, with a focus on achieving positive results
- Solutions-oriented and the ability to think creatively and critically
- Seeking a career in marketing/advertising/branding/communications or related field

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

Administration Support:

- Fundraising
 - Develop and implement donor communication and engagement strategies
 - Track donations and submit regular reports
 - Maintain donor database
 - Oversee 12 Days of Giving campaign
- Marketing/Advertising
 - Assist Director in executing marketing plan as needed
 - Monitor, track and analyze website and social media analytics
 - Identify new opportunities for marketing through online channels
- General Admin
 - One-off tasks like placing/managing merchandise orders, tracking merch stock, staff distribution etc.
 - Other tasks as assigned

Social Media Support:

- Create and execute social media calendar
 - Create content
 - Post and engage
 - Analyze/report Insights and make recommendations to build social presence
 - Other duties as assigned

MARKETING INTERN COORDINATOR BENEFITS

- Hourly paid

HOW TO APPLY

Please submit your detailed cover letter and resume to practicum@tlservices.ca

Deadline to apply September 26th