

Marketing and Partnerships Coordinator

ABOUT US

Since its inception in 1974, the Canadian Institute for the Administration of Justice (CIAJ) brings together individuals and institutions involved in the administration of justice and promotes excellence through knowledge, learning and the exchange of ideas. CIAJ offers multidisciplinary training programs designed for all stakeholders in the justice system. CIAJ's services are offered in both official languages.

YOUR ROLE

As the Marketing and Partnerships Coordinator, you will report to the Executive Director and will be responsible for developing marketing strategies and ensuring the positioning and outreach of CIAJ in the sectors it serves across Canada.

The marketing coordinator collaborates with the Director and team members to develop and implement the organization's marketing strategies in accordance with organizational guidelines.

The marketing and partnership development coordinator works daily with the Director and team members, including the Program Managers, the Communications Manager and the many CIAJ volunteers to achieve the organization's objectives and projects. He/she acts as a marketing consultant to the team and CIAJ members.

MAIN FUNCTIONS/DUTIES

- Develop and implement the marketing strategy for CIAJ's activities and events;
- Ensure CIAJ's visibility, achievements and events on various digital platforms (website, social media, newsletter, etc.), in collaboration with the Communications Manager;
- Maintain links with the communications team to ensure strategies are consistent;
- Develop relationships with partners, sponsors and other CIAJ allies;
- Carry out various tasks related to the promotion of CIAJ's activities;
- Participate in the creation and writing of progress measurement tools (annual report, financial reports, etc.);
- Research and apply for targeted grants.

PROFILE

- Writing skills in French and English;
- Experience in community management and good knowledge of Facebook, Twitter and LinkedIn;
- Strong organizational skills and ability to prioritize tasks;
- Thoroughness and attention to detail;
- Ability to handle multiple projects simultaneously and work under pressure;
- Communicate with ease, tact and diplomacy;
- Team player and collaborative;

- Ability to work effectively within a small team;
- Ability to learn and use new computer tools;
- Being occasionally available outside of regular hours for events;
- Experience in project management;
- Initiative, creativity, critical thinking and statesmanship;
- ASSET: Knowledge of the legal sector.

SKILLS & REQUIREMENTS

- Bachelor's degree in a communications or marketing related field, or any other combination of related education and experience;
- 1–2 years of relevant experience in a marketing, sponsorship, sales or communications related field;
- Excellent command of spoken and written English and good knowledge of French;
- Excellent knowledge of Office 365 (Word, Excel, Outlook, etc.);

WORKING CONDITIONS

Status: Permanent position - 35 hours/week

Salary: \$50,000

Schedule: 8:30 am to 4:30 pm, Monday to Friday

Start date: As soon as possible

Workplace: In person and online

Benefits: Group insurance (medical-dental), paid annual leave, summer schedule and paid leave between Christmas and New Year's Day.

TO APPLY

Please submit your application by email to Christine O'Doherty by February 3, 2023, 5 p.m. at christine.odoherty@ciaj-icaj.ca

- The application must include a resume and a cover letter of two (2) pages maximum.

Thank you for submitting your application. All applications will be treated confidentially. Only candidates selected for an interview will be notified.

Please note that this job description is not intended to be comprehensive, but rather a general representation of the responsibilities and duties of the position and the qualifications required.