



Big Brothers Big Sisters

OF FREDERICTON AND OROMOCTO

473 King Street, Fredericton NB E3B 1E5
fredericton.bigbrothersbigsisters.ca

Marketing Assistant (part-time, term position)

- restricted to youth 15- 30 years of age
- must 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
- 20 hrs/week X 14 weeks duration
- \$15/hr plus 4% vacation pay
- 25% remote work
- start date: mid to late October 2021
- deadline for applications: 12 October 2021

tasks and responsibilities

- actively participate on the Agency's communications, recruitment and fundraising committees
- assist with the planning and roll-out of fundraising events
- enhance the Big Brothers Big Sisters brand in the Fredericton and Oromocto communities through digital and offline marketing strategies
- develop a donor management system for the Agency

personal attributes

- work well independently and as part of a team
- detail-oriented yet also big picture thinker
- organized
- strong interpersonal skills
- creative with writing and graphic design

For more information on Big Brothers Bis Sisters of Fredericton and Oromocto, Inc please visit our website: <https://fredericton.bigbrothersbigsisters.ca/>

Please send cover letter and resume stating your training, education and experience related to the position as well as the names and contact information of 3 work-related referees to:

judy.luton@bigbrothersbigsisters.ca

Applications due by 4 p.m. 12 October 2021.

We thank all interested candidates in advance for your applications. Only those selected for interviews will be contacted. No phone calls please.