



Kids On Track is a community-building organization that provides hope, direction, and ongoing support for children, youth, and their parents. Educational, social, spiritual, and recreational elements are combined to deliver well-rounded programs. We cultivate relationships, encouraging participants in faith, character and leadership development, social skills, and a healthy lifestyle. We strive to support families experiencing limited opportunities due to various socioeconomic challenges. We use physical literacy-based activities and recreational pursuits as a foundation for relationship building and mentoring. All summer positions are grant-dependent and an offer of employment cannot come until funding is confirmed.

Job Position:

Job Title: Summer Advertising & Marketing Assistant	Contract: 16 weeks, 35 hours/wk	Number of openings: 1
Wage: \$ 17.50/hr	Vacation Pay: 4% paid out	Date Range: May 6–August 23, 2024
Location: 17410-106a Ave NW and various program sites around Edmonton for program capture		

Responsibilities:

- Provide support for the fund development functions of the organization, including corporate sponsorship, individual donor stewardship, and campaign preparation
- Manage the organization’s social media accounts and website while interacting with participants, donors, and other stakeholders online in a professional manner
- Facilitate the development of various marketing materials for the organization’s fund development needs (video, photo, digital design, written content)
- Assist with donor development and management
- Works with various teams to ensure that information is communicated to stakeholders effectively and appropriately through various mediums
- Provides program support as needed and suitable

Qualifications:

- Must be in agreement with Christian mission of KOT
- Must be competent in computer skills
- Must have excellent organizational and time management skills
- Must have excellent interpersonal, oral, and written communication skills
- Must have an ability to work with little supervision and the ability to take initiative
- Must have strong attention to detail
- Must have experience in data management programs
- Must have a pleasant manner and be able to respond appropriately to the public
- Must have basic administrative and management skills
- Must be organized and detail-oriented
- Must have basic marketing skills
- Must be able to function in a team culture
- Must communicate well and in a timely manner

Requirements:

- Must submit a clear Police Security Check and an Intervention Record Check
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)
- Experience with graphic design programs is an asset
- Experience with photography is an asset
- Valid driver’s license and access to a vehicle an asset

Apply:

E-mail: hr@kidsontrack.org, PH: 587-404-8877

Include: cover letter, resume, relevant work or volunteer experience, or participation in a faith-based organization

Deadline: March 30, 2024