



The Canadian Black Chamber of Commerce (CBCC) seeks an:  
**MARKETING & COMMUNICATIONS COORDINATOR**  
1 Year Contract with the Potential for Renewal

**Summary:**

The Canadian Black Chamber of Commerce (CBCC) is dedicated to elevating economic development of the Black Business Community. We are committed to conducting the required collaboration and research that delivers evidence-based solutions that improve the lives and strengthen economic growth with the Black Business Community.

**Description:**

The CBCC is seeking an experienced, energetic and collaborative individual who will play a key support role in achieving the CBCC's core mission and serving our amazing membership through the position of Marketing & Communications Coordinator.

As the Marketing Coordinator, you will ensure a smooth workflow of projects and support the development for elevate Black Business. This role is ideal for you if you have prior experience with a wide range of marketing and communications functions including digital marketing, design, advertising, branding and social media.

Reporting to the President, Senior Project Managers, Office Manager and working with portfolio Managers and Coordinators, your primary responsibilities will include:

**Core Duties and Responsibilities**

- Support the development and execution of program materials to support recruitment for CBCC's programs, as well as a variety of organization-wide range materials to advance the CBCC's brand building objectives
- Work closely with the Regional Managers, Senior Project Managers and the President to support the execution of program materials ensuring data is accurate and up to date
- Proofreading and editing of marketing and communication materials, following style guide and agreed review of the framework
- Support administrative planning and execution of Marketing and Communications plans
- Maintain a directory and inventory of marketing and communications support materials such as CBCC's branded items, signage – ensuring all resources are current and accurate

- Support coordination of marketing and communications events, including overseeing logistics, managing registrations, coordinating with vendors, creating itineraries and ordering marketing collateral as required
- Gather, research and prepare communications material,
- Prepare and/or deliver educational, publicity and information programs, materials and sessions,
- Prepare or oversee preparation of reports, briefs, bibliographies, speeches, presentations, Website content and press releases, Act as spokesperson for an organization,
- Answer written and oral inquiries,
- Conduct public opinion and attitude surveys,
- Advise clients on advertising or sales promotion strategies,
- Develop, implement and evaluate communication strategies and programs,
- Initiate and maintain contact with the media,
- Develop and organize workshops, meetings, ceremonies and other events for publicity, Assist in the preparation of brochures, reports, newsletters and other material, Co-ordinate special publicity

### **Graphics Design**

- Support CBCC's Graphic Design function to ensure all materials meet the CBCC's brand standards
- Experience in Graphic and Social Media designs
- Make graphic design changes to collateral materials using appropriate software
- Update sponsor logo recognition as required, following the stewardship and recognition guidelines
- Support formatting of documents in appropriate software PowerPoint and Word
- Manage CBCC's photo library, ensuring photos are filed and labelled according to CBCC's policies and standards

### **Qualifications:**

- Post-secondary education or equivalent experience
- 5 years experience as a marketing coordinator or similar role
- Proficiency in Microsoft Office suite
- Strong written and oral communication
- Strong organizational skills and enjoy creating effective and efficient workflows
- Keen attention to detail and value accuracy
- High level of professionalism with a strong work ethic
- A team player with strong client service skills

- Bilingual (French/English) is an asset

The expected start date is December 20, 2021. The starting salary for this position is within the range of \$40,000-\$45,000 depending on skills and experience. A comprehensive benefit package is also part of the competitive employment package.

If you feel your experience meet the requirements for this exciting opportunity, please submit your letter of interest and resume. Your application should be addressed to the Hiring Committee, Canadian Black Chamber of Commerce and must be submitted electronically to [HR@canadianblackchamber.ca](mailto:HR@canadianblackchamber.ca) by November 30, 2021.

We are committed to diversity, equity and inclusion and values the voices of lived experiences and perspectives of individuals of all backgrounds. We strongly encourage qualified Black, Indigenous and other racialized individuals to apply. We are committed to making our recruitment process accessible to all candidates and provide accommodations upon request.

We thank all applicants and advise that only those selected for an interview will be contacted. Further, we wish to advise that personal information obtained during the recruitment process is collected and retained solely for the evaluation process, in accordance with the Association's Personal Information Protection Policy. Further information of the policy can be found on CBCC's website [www.canadianblackchamber.ca](http://www.canadianblackchamber.ca).