



## **Job Description – Marketing Coordinator Multiple Summer Student Positions**

**Reports to:** Manager of Communications and Marketing

**Hours:** 30 hours per week, 12-week program (May start)

**Wage:** \$20/hour

**Location:** Saskatoon, SK

**Application Closing Date:** March 1, 2026

### **Who is the Saskatoon Community Foundation?**

Founded in 1970, the Saskatoon Community Foundation (SCF) is a not-for-profit organizational and registered charity that stewards over \$120 million dollars with the purpose of connecting philanthropic contributions to various community needs and causes in Saskatoon. Through the community-focused SCF team, donors and fundholders enhance the quality of life in Saskatoon with endowed and non-endowed funds, as the foundation makes strategic grants to a wide range of charities in Saskatoon. The SCF magnifies the impact of the individual donor and fundholder, creating a ripple effect of change for the better in Saskatoon.

### **POSITION SUMMARY:**

We are seeking talented Marketing Coordinators to help us revamp an exciting initiative in our community – **Many Voices Together** – a film festival and non-profit tradeshow to celebrate all the impactful work being done in Saskatoon.

The Marketing Coordinators will play a key role in initiating, shaping and leading the Many Voices Together project. You'll work as a team to set the direction, on-board non-profits for the tradeshow, recruit collaborative sponsors, craft content that inspires, and create an event and promotions plan. All of while, you'll be supported by a group of mentors from the Foundation and experts in the storytelling field. This is a flexible, full-time (30hrs / week) role, ideal for creative communicators with a passion for making a meaningful impact in the community.

### **KEY RESPONSIBILITIES:**

- Create project plan for the **Many Voices Together** project along with the SCF team.
- On-board non-profit organizations as they sign up to participate
- Develop and create engaging content for SCF's website, social media, e-newsletter, print materials, and the event.
- Create graphics and video to support storytelling and engagement.
- Create an event plan & promotions strategy for event.

- Along with the donor relations team, engage community sponsors to collaborate on the event
- Coordinate event logistics and volunteers with the support of SCF staff.
- Ensure a consistent compelling brand voice across communications.
- Track event attendance and suggest improvements based on engagement for future years.
- Practice excellent documentation to set the project up for success going forward.
- Other duties as assigned.

## **REQUIREMENTS:**

### **Education and Experience**

- Enrolled in a diploma or post-secondary program
- Between 15-30 years of age (inclusive) at start of employment.
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to the relevant provincial / territorial legislation
- Criminal Record Check
- Driver's License

### **Skills and Competencies**

- Basic graphic design & video editing (Canva, Capcut, etc). Adobe Creative Suite is an asset
- Experience creating content for digital and print platforms (social media, websites, posters, etc.). Mentorship will be available for additional learning
- Strong writing, editing, and storytelling skills with a keen eye for detail
- Passion for community-building and philanthropy
- Keen interest in taking a leadership role on a community project
- Outgoing and personable
- Experience with event planning, or a strong desire to learn
- Ability to work independently, meet deadlines, and adapt to shifting priorities

### **WHY JOIN US?**

- Opportunity to make a meaningful impact in the community
- Be part of a passionate, mission-driven team
- Mentorship Opportunities
- Flexible Work Hours (remote and in-person opportunities)

If you're a creative communicator who thrives on storytelling and connection, we'd love to hear from you!

**Please submit applications to [executiveadmin@saskatooncommunityfoundation.ca](mailto:executiveadmin@saskatooncommunityfoundation.ca)**

For further information, go to [www.saskatooncommunityfoundation.ca](http://www.saskatooncommunityfoundation.ca)

or view our social media at the links below:

<https://www.facebook.com/SaskatoonCommunityFoundation/>

<https://www.linkedin.com/company/saskatoon-community-foundation/>