



Job Posting: Marketing Project Facilitator

Date of Issue: June 22, 2010

FSEAP provides employee counselling, wellness promotion, training programs and workplace consulting services that strengthen the health of employees and organizations. We are a revenue generating division of Family Service Toronto, a non-profit community agency. Proceeds from our EAP business fund agency programs.

We are seeking an individual with exceptional organizational and time management skills to join our marketing team as a Marketing Project Facilitator. Reporting to the Director, Marketing and Business Development, the Marketing Project Facilitator is responsible for supporting the marketing function in meeting sales and business objectives. In this position you will play a vital role coordinating resources to assist in the preparation of proposals and providing support to our marketing team.

You are a self-starter who takes initiative and pride in your work and are able to work both as an individual contributor and as a team player. You are the quintessential organizer! You can organize information, people or things in a systematic way. You are able to conceptualize how the various components of a project will come together. You are accustomed to working with strong personalities without losing your own. You can get the job done and still have a good time doing it. You are able to juggle several projects at once while meeting strict deadlines and remaining calm under pressure.

Responsibilities include:

- | Proposal projects - Coordinate day-to-day activities and efforts of the team, ensuring timelines are followed, response requirements are met and that the resulting document is a cohesive execution of the marketing strategy
- | Administrative tasks - responsible for quality assurance of and for developing, editing and formatting of charts, spreadsheets, presentation slides, table of reference, inserting images, applying styles, proof reading, printing and binding; shipping and distribution of documents and materials; ordering of supplies
- | Coordinate and maintain communication and promotional materials inventory - work with suppliers for quotes/print orders; monthly update, distribution of materials as necessary
- | Act as a liaison between departments and service partner network to gather information/statistics, etc.
- | Track all activities relating to sales and marketing projects for quality assurance and outcomes evaluation; prepare departmental reports
- | Assist in preparing presentations and collateral required to support the sales function

- | Develop and maintain a library of proposal copy resources; update marketing databases (data entry); organize other informational resources, which may include restructuring or development of databases
- | Participate in the development of marketing strategies and plans
- | Ensure marketing messaging is integrated across all forms of delivery
- | Perform informal research (conduct targeted Internet searches, monitor industry publications and news media, etc.) to inform marketing strategy
- | Coordinate various aspects of events including tradeshow and conference appearances
- | Other tasks/assignments as required to support marketing and sales

Skills & Qualifications

- | Degree/diploma in marketing, business, project management or communications; or equivalent combination of related education and job experience
- | Minimum three years of direct work experience in a marketing project coordination capacity
- | Sales response proposal experience preferred with proven ability to prepare proposals with a blend of focused research, strategy and creativity
- | Excellent written and verbal communication skills
- | Advanced in Microsoft Word, Excel, PowerPoint, Outlook, Access (or similar database application); Adobe Acrobat; and the Internet
- | Keyboarding and data entry skills at a proficient level
- | Strong in data/information management and analysis
- | Highly effective project management skills; multi-tasking and prioritizing to meet tight deadlines
- | Must be able to work independently in a fast-paced, high pressure environment
- | Highly organized and detail-oriented
- | Team player who is both flexible and adaptable with work schedule
- | Ability to work with diplomacy and tact with multiple stakeholders at all levels both internally and externally
- | Creative solution-finder
- | Written and oral fluency in French is an asset

We offer opportunities for growth in a team-oriented environment, as well as competitive salary and benefits packages.

Salary Range: \$39,032 - \$48,017 (Bargaining Unit)

DEADLINE TO APPLY: 5:00 p.m., July 5, 2010. Interested applicants are invited to submit a letter of application and resume, quoting **File# EAP22-10W** to Human Resource Services, Family Service Toronto, 355 Church Street, Toronto, ON. M5B 1Z8, or by or e-mail to hrdep@familyservicetoronto.org. We thank all applicants and will contact the individuals selected for an interview. No phone calls please.