



National
Capital
FreeNet

Libertel
de la Capitale
Nationale

HIRING

Summer Marketing Support

Ottawa, ON

Application deadline: Friday, May 13th at 5pm ET.

Term: 14-16 weeks, depending on start date

30 hours per week

\$19/hour

About us:

National Capital FreeNet is a local, not-for-profit alternative to commercial internet service providers.

We believe that everyone in Canada's National Capital Region should have access to the internet, meaning they can afford a high-quality connection, understand how to use it, and feel safe online. As a social enterprise, we invest in bandwidth and community services, keeping prices as low as we can while staying sustainable.

We sell high speed DSL up to 50 mbps speed with unlimited usage, offer free locally-hosted email, basic web hosting, skills workshops, and dial-up. In addition to our staff support, we have an award-winning volunteer-driven Help Desk so our members can ask questions about a range of internet and computer-related issues.

In 2016 we launched our Community Access Fund, including a low-cost unlimited usage internet package available to 32,000 Ottawa Community Housing tenants.

Tasks and Responsibilities:

Given our role as a social enterprise, this position will help develop and increase NCF's marketing presence. This could include:

- ~Editing and writing new content for the website
- ~Developing, writing and designing social media campaigns to help promote NCF services
- ~Developing other promotional material
- ~Graphic design
- ~Working with Google Adwords and other forms of advertising
- ~Helping produce sales and marketing material

Qualifications:

This position relates to educations and experience in business, marketing, sales, and communications.

Bilingualism and experience in not-for-profits and working with volunteers are assets.

Applicants are advised that working in our offices with members of the public and other employees is an essential duty of this position.

Compliance with our COVID-19 vaccine policy, including proof of vaccination, is required for successful applicants.

This position is being funded by the Canada Summer Jobs program and successful candidates must meet the following eligibility criteria: youth between 15 and 30 years of age at the start of employment; being a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and have a valid Social Insurance Number and be legally entitled to work in Canada.

Working environment:

This position will work in a team with staff and volunteers, but also on their own.

How to apply: Please send CV and cover letter to careers@ncf.ca. PDF attachments are accepted. We encourage applications from under-represented communities. We thank everyone for applying however only those accepted for an interview will be contacted. No phone calls please.