



National
Capital
FreeNet

Libertel
de la Capitale
Nationale

NOW HIRING

Part-time Marketing and Sales Coordinator

Ottawa, ON

National Capital FreeNet (www.ncf.ca) is a not-for-profit Internet Service Provider committed to digital equity. We believe everyone in the National Capital Region deserves access to affordable, high-quality internet that they can understand how to use, while feeling safe online.

As a social enterprise we sell internet services and provide free community services including free locally hosted email, digital literacy services, and more. 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. Since 1992 we have served more than 100,000 members.

This new position will promote NCF's services and grow our membership to help NCF become more sustainable through DSL and cable internet sales, increasing our impact and helping us keep our services affordable and amplifying digital equity. It is funded through the Ontario Trillium Foundation Resilient Communities Fund.

This is a one-year contract working an average of 21 hours per week for \$23/hour.

Tasks and Responsibilities:

- Develop sales and promotional material for the website, social media and other sources
- Outreach to increase internet sales to local small businesses, non-profits and charities
- Research other potential target markets and outreach to increase sales to those groups
- Manage our Google Adwords strategy
- Work with NCF staff, the Marketing and Communications Committee and consultants to create an updated Marketing and Sales Plan
- Coordinate with other staff and volunteers to help grow NCF's membership
- Other relevant marketing and sales work as it arises

Working environment:

This position requires a self-starter who will often work independently but will also work in a team with staff and volunteers. While there is the possibility for some remote work, in-office work will be required.

Qualifications:

We're looking for someone with previous marketing and sales education and/or experience; familiarity with social media, Google adwords and other digital marketing tools; creativity and resourcefulness; a willingness to think strategically one moment and get on the phone to call potential members the next.

Bilingualism and experience with community-based organizations an asset.

Application deadline: Tuesday, July 19th at 5pm ET

How to apply: Please send CV and cover letter to careers@ncf.ca. PDF attachments are preferred.

We encourage applications from under-represented communities, including those who are Black, Indigenous and people of colour, those who identify as part of the LGBTQ2SIA+ community, and people with disabilities. Let us know if you need any accommodations as part of the hiring process.

We thank everyone for applying however only those accepted for an interview will be contacted. No phone calls please.