

## Marketing Assistant

### About the role:

We are looking for an enthusiastic team member to join us on a part-time or contract basis to support our marketing team. This role provides an excellent opportunity to expand your experience in marketing and communications and to impact the success of the credit union by supporting the credit union's marketing growth. The extent of work hours, duration, and location (hybrid or remote role), are flexible, depending on the successful candidate.

### This role is right for you if:

- You have experience in marketing and communications. Current students in a relevant subject will be considered for the role.
- You have excellent written communication skills
- You want to contribute your expertise and time in an organization that makes a difference in your community
- You are self-motivated and can work unsupervised

### Key work activities:

- Social media marketing which includes planning and executing social media strategies, creating, and publishing content to a variety of platforms, and interacting with our online communities
- Produce specified internal and external publications and other copy writing, including researching, and writing about financial topics ensuring consistency with the NBCU brand
- Website administration including updating, maintaining, and developing the credit union website
- Conduct market research on competitive market conditions

This position offers the opportunity to take on additional responsibilities based on the successful applicant's expertise and skills.

### Strong Assets:

- Previous experience in marketing, social media, and/or communications
- A degree or certificate in marketing and/or communications

### How to Apply?

Submit your résumé and cover letter to [careers@northernbirchcu.com](mailto:careers@northernbirchcu.com).

**The successful candidate must complete a full background check, be bondable and be permitted to work in Canada.**

*NBCU is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodations during the recruitment and selection process, please notify us and we will work with you to meet your needs.*

We thank all candidates; however, only those to be interviewed will be contacted.