



Looking for a great place to work?

Consider joining the dynamic and creative team at the Ottawa Network for Education.

The Ottawa Network for Education (ONFE) is a non-profit charitable organization that develops innovative collaborative programs to enrich public education in Ottawa. Working with partners from business, education, government and the community, ONFE has launched over 40 programs since its inception in 1985. ONFE also acts as a catalyst for discussion and collaborative action around local education issues.

You are an energetic and creative individual who is ready to support ONFE's Advancement team in the areas of fundraising, marketing and communications.

Key Responsibilities:

Fundraising

- Research prospective new donors and partners.
- Support ONFE fundraising events.
- Check for uniformity and support consistency of the Advancement team database.
- Liaise with advancement team to advance fundraising initiatives at ONFE.
- Support updates to program statistics and evaluations to be used in funding applications and reports.
- Other tasks as needed.

Marketing and Communications

- Draft social media content. Support maintenance, improvement and tracking of ONFE social media channels. Research Facebook fundraising principles and support its development.
- Support development of ads for social media and Google.
- Support development of infographics. Design various communication material.
- Support development of outreach campaigns, videos and 2019-2020 communications plan.
- Support development of ONFE Annual Report and Impact Report.
- Improve search engine optimization of ONFE website.
- Monitor key communications metrics to track performance of ONFE content (social media channels and website).
- Support the Marketing and Communications Officer.

Skills and Experience

- Experience in writing, social media or communications.
- Graphic design skills.

This is a student position funded by Employment and Social Development Canada, equivalent to 35 hours per week, from July to September 2019.

If you are interested in this position, please apply! Please send your resume and cover letter outlining your qualifications and why you are interested in the position to mmcguirk@onfe-rope by 9 am on June 3, 2019. Consideration of applications will begin on June 3rd. The competition will remain open until the position is filled.

We thank applicants for their interest however only those selected for an interview will be contacted.

To learn more about the Ottawa Network for Education, please visit our website at <http://www.onfe-rope.ca>.