



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: D2025-28
POSITION: Marketing Coordinator (Student)
DURATION: Full-Time Temporary (8 weeks)

SALARY: \$18.00 / hour
LOCATION: North Bay, ON

Under the supervision of the Communications & Executive Coordinator, the Marketing Student assists the Corporate Services team in defining and building the marketing efforts of District of Nipissing Social Services Administration Board (DNSSAB). This position will assist with public relations, advertisements, copywriting, competitive research, website content, social media, public follow-up and events. The Marketing Student will be responsible for a wide variety of administrative duties and day-to-day activities in support of the DNSSAB's strategic goals. The Marketing Student will provide assistance with advertising and promotional material, communication strategy, analysis, market research, sourcing and all other aspects related to marketing.

Qualifications:

- Current enrolment or graduation from post-secondary diploma or degree in the Marketing field or related discipline;
- Strong working knowledge of marketing principles;
- Previous clerical or marketing experience an asset;
- Working knowledge of Microsoft Suites programs, including SharePoint, and Office is required;
- Experience working with Canva, Hootsuite, Google Analytics, and Zoom is an asset;
- Excellent interpersonal and organizational including excellent oral and written communication skills;
- Ability to maintain confidentiality;
- Excellent time management skills and ability to manage daily workload in a fast-paced environment, set priorities and meet required deadlines while managing with completing demands;
- Proven team player with the ability to work independently and is both flexible and highly adaptable;
- A self-starter, with ability to work with all levels of the organization;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- A valid Ontario driver's license and a vehicle available for use on the job;
- The ability to communicate in both official languages is considered an asset.

Contract Employees Enjoy:

- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

Applications for the above position will be accepted **by email** at jobs@dnssab.ca up to **4:30pm, Friday, May 20th, 2025.**

www.dnssab.ca

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.

****International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.**