



Young Adult
Mental Health

Stella's Place Job Posting

Creative Marketing Associate (Communication Design) Part-Time & Flex/Remote

Posting Date: January 11, 2019
Application Close date: January 23, 2019 (at 9 pm)

Stella's Place is the place for young adults (age 16-29) with mental health needs in the Greater Toronto Area. We provide free, comprehensive mental health services in a positive, peer engaging, non-residential community setting. These include clinical treatment services, group therapies, peer support and navigation, creative arts, fitness and wellness, as well as our online peer support app, Bean Bag Chat.

SUMMARY:

Stella's Place is looking for a creative rockstar to join our marketing team. In this role, you'll support our growing not-for-profit, and work in a startup-like environment to bring our brand to life.

KEY AREAS OF RESPONSIBILITY

- Work with Marketing & Development Officer to design and create marketing collateral, including but not limited to pamphlets, brochures, posters, postcards, digital signage, and environmental / outdoor graphics.
- Support our e-mail marketing efforts through design and layout of e-mail campaigns and monthly newsletters, in partnership with communications team.
- Prepare files for print and work with selected vendors through production / delivery, as assigned.
- Craft copy for use across multi-media channels, including digital, social media, print and video.
- Design and create social media visuals for weekly postings.
- Assist with weekly social media and blog postings.
- Support Stella's Place presence at events, community outreach, and brand activation initiatives.
- Act as our designated photographer at community / in-house events.
- Lead brainstorming initiatives and set creative / art direction for campaigns.
- Attend all required communication meetings.
- Occasional event planning support required.
- Other duties as assigned.



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KEY COMPETENCIES

Must Have

- Fluency in Adobe Creative Suite (InDesign, Photoshop, Illustrator, Lightroom).
- Communications / copywriting experience (headlines, long form articles, social media posting, blog posts, etc.)
- Photography experience (camera equipment and photo editing knowledge).
- Ability to follow visual identity guidelines and communicate in brand voice.
- Ability to work with tight deadlines.
- Comfortable with ambiguity and last-minute changes.
- Strong organizational skills and attention to detail.
- Ability to collaborate effectively, with no ego ('we' vs "I" mindset).

Nice To Have

- Experience working on Wordpress-based platforms.
- Experience shooting and editing video.

JOB STATUS, HOURS, AND REMUNERATION:

- Compensation is \$20/h.
- One-year contract, (10 hours/ week).
- Flexible hours policy / Remote (no desk; only attend the important meetings).
- You will report to the Marketing & Development Officer.
- Students welcomed to apply.

DIVERSITY, EQUITY, AND ACCOMMODATION

Stella's Place is committed to having a workforce that is reflective of the diversity of the broader Toronto community in general and of our participants. We strongly encourage applications from: racialized persons, indigenous persons, persons with disabilities, persons of minority sexual orientation or gender identity, and all those who can provide different perspectives and contribute to the diverse Stella's Place community.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

We thank all candidates for their interest.

We regret that only those selected for an interview will be contacted. Applications will be accepted until position is filled.

YOUR APPLICATION

Interested and qualified candidates are invited to submit the following to careers@stellasplace.ca with subject: Creative Marketing Associate.



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	<i>Item</i>	<i>Format</i>
1	A copy of your CV/Resume	PDF
2	Your 'Cover Letter'... in a Tweet (280 characters or less).	In e-mail body
3	Digital portfolio, and/or: Links to any digital channels / files that better showcase who you are as a creative (e.g. personal website; social media accounts you've managed in the past; links to design work you've done, etc.) Please note that although a formal portfolio is not required, proven technical ability in Adobe Creative Suite is essential.	Link to external portfolio / websites and/or PDF files

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