

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## Marketing Assistant

<b>Department:</b>	Community Services
<b>Classification:</b>	Term, June 2 – August 31, 2025
<b>Affiliation:</b>	CUPE Local 129
<b>Vacancy Reason:</b>	New, Grant Funded
<b>Shift/Hours:</b>	Monday – Friday, various weekends
<b>Salary Range:</b>	\$30.28/hr
<b>Work Location:</b>	Pickering Museum Village, 3550 Greenwood Rd, Greenwood, ON L0H 1H0
<b>Date Posted:</b>	April 14, 2025
<b>Deadline to Apply:</b>	April 28, 2025

### Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Marketing Assistant.

The successful incumbent will focus on supporting the marketing of the Museum, new programs, exhibits, and experiences. They will also collaborate with the volunteer groups and users, to determine the most appropriate means of marketing and promotions to increase awareness of the opportunities and increase visitors to the site.

### Primary Responsibilities

- Develop promotional materials to support exhibits and programs.
- Support communications by writing articles, editorials, media releases or social media content.
- Be a tourism ambassador, leading outreach activities, communicating effectively with visitors, and representing the museum.
- Develop graphics, video and high-quality photos that can be used for promotion.
- Assist with branding development and community consultation
- Gather data and produce reports.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

### Education and Experience

- Diploma or degree in communications, business administration, arts administration, cultural management, community development, fundraising, or similar program.

### Knowledge, Skills and Abilities

- Previous practical experience working in an arts, heritage or cultural organization or experience volunteering at the museum or in the community is an asset.
- Strong written and verbal communication skills.
- Strong relationship building skills demonstrated through work or volunteer experience.
- Strong analytical skills, experience in data collection and analysis is an asset.
- Takes initiative, responsibility and is able to keep on task, time, and target.
- Highly organized.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Word and Excel.

This position is grant funded through *Canada Summer Job*. Successful applicants must meet the following eligibility requirements:

- Must be between 16 and 30 years of age at the beginning of the employment period. Applicants may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- 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.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

