

JOB OFFER - FULL TIME

COMMUNICATIONS AND MARKETING CONSULTANT

35 hours per week, 8 week contract

Summer job for youth eligible for the Government of Canada Summer Program

Do you want to help improve diversity inclusion in Montreal? PAAL is looking for someone to help us improve our communications and sales.

We are currently seeking an individual who will be responsible for the execution, coordination and implementation of the organization's communications and marketing projects. This person will also be responsible for developing and implementing communications strategies to raise awareness of the new diversity, inclusion and equity training service offering for businesses. To learn more, [visit us](#) and [IDÉ Training!](#)

Who are we?

PAAL Partageons le monde is an artistic organization in education, awareness and intercultural mediation. PAAL's objective is to make known the cultures and traditions of the peoples of the world in order to promote dialogue between individuals and to help to better integrate multi-ethnic societies such as the one present in Quebec.

Roles and responsibilities

Under the authority of the General Management and the Development and Marketing manager, the person will have the following functions:

- Develop, implement and coordinate the implementation of communication and marketing tools and strategies;
- Advise, develop and implement communication and marketing strategies;
- Produce informational documents, including the website and social networks;
- Prepare and coordinate communication documents such as brochures, flyers and catalogs;
- Participate in the programming and management of digital advertising campaigns (Google Ads, Facebook Ads);
- Manage websites, newsletter, ensure their update;
- Other job-related tasks as needed.

Desired profile

- Level of education: Student in communications, public relations, marketing or a related discipline, looking for a summer job;
- Ability to work in a multidisciplinary team;
- Ability to communicate in French and English, both orally and in writing;
- Be rigorous and meticulous;
- Be proactive and autonomous in his/her work;
- Knowledge of media and communication tools;
- Knowledge of the following software: Photoshop, Canva. WordPress is a plus.
- Knowledge of the community and intercultural environment is an asset.

Schedule and conditions of the contract

- Workplace: **5964 Notre-Dame-de-Grâce Avenue, Montreal, QC H4A 1N1**
- Full-time position: **35 hours per week**
- **8 week contract**
- Start date: **July 2, 2022**
- Salary: **\$16 per hour**

To apply

- Send your resume and cover letter by email to info@paalmtl.org
- Deadline to apply: **May 27, 2022**
- Interviews will be held **the week of May 30, 2022** and only selected candidates will be contacted. Thank you for your understanding.

TIPS FOR APPLYING! In your application, please tell us :

- Who you are and what your background is. Tell us about yourself and your experience, including the experiences you bring to the position, and how you see yourself working in a culture that is anti-oppressive and anti-racist.
- Be yourself! We want to hear your voice and your enthusiasm! We encourage you to apply even if you don't have ALL the qualifications we're looking for. Let us know why you're right for the job. Questions about the job or the application process? Please email **Pilar Hernández** direction@paalmtl.org.