



## **IWOO is hiring for the summer!** **Outreach and Marketing Coordinator**

### **About the Iranian Women's Organization of Ontario:**

IWOO is a non-profit, charitable organization which believes through the empowerment of women and the most vulnerable we are able to build better communities and positively contribute to the overall health of our society. Since 1989, we have developed and delivered programs and services that have provided meaningful engagement, dialogue and supports for seniors, newcomers, LGBTQ+, youth and many others. IWOO continues to build capacity as we serve more in our community. We are guided by the Human Rights Code of Ontario and abide by strict anti-oppression and anti-harassment policies.

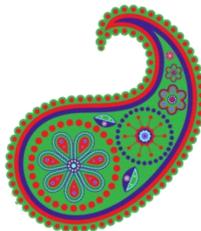
### **Who we are looking for:**

- The eligible candidate must be between the age of 15 and 30 years old.
- Must be legally permitted to work in Canada as a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the immigration Refugee Protection Act.
- The eligible candidate will work for 8 weeks, for 35 hours per week.
- The wage is \$14.00 per hour.

The candidate will report into the Office Manager and head of the Public Relations Committee and Events Committee. The Outreach and Marketing Coordinator will build and promote IWOO's work externally within the larger Iranian Community and mainstream community, non-profit world and become the go-to advisor on issues pertaining to Iranian-Canadian women, families, and LGBTQ+ in the media.

### **Duties include but not limited to:**

- Create an outreach strategy to connect with external stakeholders, public officials and potential new donors
- Create a database of contacts of organizations and community leaders who do like-minded work or are interested in IWOO's programs and focus
- Look at existing IWOO programs and work with the social media lead to create a plan that would elevate the work on social media platforms
- Create promotional plans and strategy to appeal to new audiences
- Work on a plan to engage new members and increase membership
- Assist with fundraising efforts and developing a fundraising campaign for IWOO



## Requirements:

- Being creative, innovative and ability to develop proactive ideas on stakeholder engagement and outreach
- Ability to work effectively and collaboratively in a team environment and with staff, board of directors and volunteers
- Excellent customer service skills, including both verbal and written interpersonal communication skills
- Exceptionally self-motivated, self-directed and carries a can-do, positive attitude
- Deadline oriented with strong attention to detail
- Fluency in both English and Farsi is required
- Having access to a vehicle is an asset

Please send your resume and a cover letter and two references to [Info@iwontario.com](mailto:Info@iwontario.com) by **no later than** May 26, 2019. Please state "Applying for Summer Job: Outreach and Marketing Coordinator" in the subject line of the email. Kindly provide your full address and date of birth in the body of the email.

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

