

Who are we

Knowles Centre is a community-based, non-profit social service agency for children, adolescents and young adults facing difficult times in their lives. It began as a home for boys in 1907 and today provides a range of therapeutic and skills-based programs to young people from Manitoba and other communities throughout Canada.

Knowles Centre is made up of a team of 130 full-time, part-time and casual employees. Each day we strive to help young people and their families address past struggles, develop healthier relationships and ways of life, and reach their full potential in the future.

We do this by providing the following programs:

- Healing Homes
- Treatment Foster Care
- SAIL Program
- Day Treatment
- Sexual Abuse Treatment
- Moving Forward Counselling

In addition, we offer or arrange support services that complement our core programs, including:

- *Biimautaziwin* Aboriginal Cultural Program
- Recreation Program
- Camp & Outdoor Education Program
- Access to psychiatric consultation
- Program partnerships with River East Transcona School Division

Knowles Centre is a registered, non-profit, charitable organization governed by an elected Board of Directors.

We are hiring!

Summer Marketing and Communications Assistant at Knowles Centre

Summer Term (8 weeks)

Job Summary:

Knowles Centre seeks a dynamic, enthusiastic and highly motivated Marketing and Communications Assistant to join our team through the summer. As a Marketing and Communications Assistant, you will support our marketing initiatives, increase our brand visibility, and communicate our mission to various stakeholders.

Responsibilities:

- Assist in the development and execution of marketing campaigns, including social media, email marketing, and content creation.
- Contribute to creating engaging and impactful content for various platforms, including social media, our annual report, newsletters, and press releases.
- Monitor and analyze social media and website metrics to track the effectiveness of marketing strategies.
- Assist in the planning and coordinating of our signature fundraising event, annual donor survey and community outreach activities.
- Collaborate with the marketing team to maintain a consistent brand image and messaging across all channels.
- Support the update and production of marketing materials, such as brochures, flyers, and posters.
- Provide general administrative support to the fund development and marketing department as needed.

Note: This job description outlines the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.

Qualifications:

- Experience in graphic design across a variety of mediums, including digital and print
- Strong written and verbal communication skills with a keen eye for detail.
- Knowledge of best practices in social media platforms, content management systems, and email marketing.
- Proficient in Microsoft 365 (Word, Excel, PowerPoint) and Canva
- Familiar Adobe Creative Suite (Photoshop, InDesign).
- Basic understanding of graphic design principles, SEO principles and digital analytics tools.
- Self-motivated with the ability to manage multiple tasks and meet deadlines.
- Strong organizational skills and a proactive approach to problem-solving.
- Passionate about the mission and vision of Knowles Centre.
- Clear Child Abuse Record Check and Criminal Record Check (employer covers the cost of)

Working Conditions:

This full-time position will be Monday – Friday, 35 hours per week at the minimum wage of Manitoba's employment standards. The position will be based at the main campus in Winnipeg, Manitoba. This position requires sitting and computer work for extended periods of time.

If you are passionate about positively impacting the lives of children and youth and are excited about marketing, communications, great design and not-for-profits, we would love to hear from you!

All applicants are required to submit their résumé and a cover letter highlighting their relevant experience and why they are interested in this position by 4:00 pm on **June 21, 2023**, along with an [employment application](#) (available on our website) to:

Sandie Wagner, Human Resources Coordinator
Knowles Centre Inc.
2065 Henderson Highway
Winnipeg, MB R2G 1P7
Fax: 204-334-4173

Or email: swagner1@knowlescentre.org

No phone inquiries please

We appreciate all applications; however, only candidates selected for an interview will be contacted.

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our vision of maintaining a respectful environment for all.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration.