

CONTENT AND MARKETING COORDINATOR

Autism Ontario is a charitable organization founded in 1973 and is a strong voice for individuals with Autism Spectrum Disorder (ASD). Autism Ontario has Chapters serving almost every corner of the province. Each Chapter is run by dedicated volunteers and local Chapter Leadership Councils. These volunteers organize and support parent to parent contact, provide official SEAC representation for ASD to boards of education, camps and public awareness forums. We pride ourselves on our mission to ensure that each individual with ASD is provided the means to achieve quality of life as a respected member of society. We are constantly evolving in order to improve the lives of the people we support

Job Description

Title: Content and Marketing Coordinator
Salary: \$53,000 - \$58,000
Location: Autism Ontario Provincial Office – Liberty Village, Toronto

Position Overview

As the Content and Marketing Coordinator, you will be responsible for planning, coordinating and implementing workshops, webinars, and online content that support families and professionals in relation to ASD across the province. This position works collaboratively with parents, other staff and professionals to coordinate and successfully increase awareness of Autism Ontario's advocacy, services, supports, and fundraising events.

Key Responsibilities:

Content Development:

- Build, support and manage content for all Autism Ontario's online platforms
- Consult with local Chapter leadership (volunteers and staff) regarding Chapter pages
- Develop website content through the gathering of relevant information from a variety of sources
- Create web based communications, public awareness messaging, and media releases
- Continue to build on existing social media strategy
- Develop and foster a variety of stakeholder relationships
- Provide support to the development and execution of fundraising and awareness campaigns
- Support the development of a culture of giving within the organization

Webinars

- Work collaboratively with Autism Ontario staff to research topics related to ASD, acquire understanding of family needs and input into expert speaker selection
- Plan topics for 15+ webinars across the province for families, professionals and staff
- Manage contracts and logistics for external speakers for webinars, secure content approval from internal stakeholders, and lead pre-production meetings with the webinar studio
- Coordinate webinar registration and maintain all event documentation
- Work in collaboration with the Consultant for French Language Services, Francophone staff and volunteers to better understand and respond to needs of Francophone children and youth with ASD and their families

- Track webinar attendance and prepare monthly reports

Communications

- Represent Autism Ontario's vision, mission and key areas of focus knowledgeably and confidently in a community setting
- Demonstrate leadership; Coordinate communication and collaborate with excellence with all staff, volunteers, and external stakeholders
- Update and maintain website content
- Provide ongoing support to staff and volunteers around maintaining the website and Chapter webpages

Qualifications:

- Bachelor's Degree with a minimum of 3 years of experience working in a related discipline. An equivalent combination of education and similar experience will be considered
- A background in marketing and communications with experience in event management, education or training is preferred
- Familiarity with Drupal 8 and Content Management Systems
- Experience working with a charitable organization, volunteers and community partners
- A proven track record of working with community service providers within a not-for-profit organization.
- Demonstrated experience managing multiple projects or programs; strong attention to detail.
- Strong written and verbal communication skills are required as is the ability to work collaboratively with partners and stakeholders.
- Must be proficient with various computer programs including database management, Microsoft Office application and a demonstrated level of expertise in social media
- Must be self-motivated, innovative and flexible
- The role requires the ability to work evenings and weekends. Must be flexible to travel to multiple locations across the province.
- A valid Ontario driver's license and access to a vehicle is required from time.

Interested candidates should submit a resume and cover letter to

<https://www.surveymonkey.com/r/AOServiceNavigation>. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.