



Immigrant Women Services Ottawa (IWSO)

Internal/External Posting EMPLOYMENT OPPORTUNITY

MARKETING & OUTREACH WORKER – 0.6 full time (21h/week)

Immigrant Women Services Ottawa (IWSO), a community-based agency providing services to immigrant and minority women in the city of Ottawa, is seeking applications for the position of **Marketing & Outreach Worker** to promote the Language Interpretation Services to community service providers, companies, universities, clinics and professionals who work with multilingual clientele.

Job responsibilities include:

- Design, produce and distribute promotional materials of the Language Interpretation Services
- Conduct relevant research and compile a list of prospective clients/contacts in Eastern Ontario (Ottawa, Cornwall, Perth, etc.)
- Establish and maintain effective relationships with local, provincial and federal agencies, community and business organizations and other parties to bring awareness of the availability of Language Interpretation Services
- Promote Language Interpretation Services at marketing events, information fairs and public presentations within the community
- Prepare progress reports as required
- Plan meetings and trade shows by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists.

Qualifications:

- Post-secondary education in Marketing/Business Administration/ Social Work/ Communications or a combination of education and experience
- Minimum 2 year experience in community outreach
- Experience in presentation design, program planning and evaluation
- Experience using web publishing software (WordPress, etc...)
- Experience in design and publishing of newsletters using various tools.
- Proficient knowledge of social media resources
- Proficiency in the use of computer and various software applications
- Efficient group facilitation and writing skills
- Excellent interpersonal, organizational, problem solving, sales and marketing skills
- Proficiency in English, French is an asset

Please submit your application in confidence to the Manager, Language Services in person at:

219 Argyle Ave, Suite 400 Ottawa, ON K2P 2P4 or by email

infomail@immigrantwomenservices.com

Subject: LIS Marketing and Outreach Worker Position

Submission deadline: September 21, 2018

Please note that ONLY those selected for an interview will be contacted.