



## Marketing Coordinator

**Posted by:** Apollo High School

**Posting date:** 03-May-2024      **Closing date:** 30-Oct-2024

**Education:** College diploma or higher

**Language:** English

**Job location:** Toronto

**Salary:** \$32.50 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3510356

Expired

### Job description:

Hiring a permanent full-time Marketing Coordinator position

#### Position Information

Employer: Apollo High School

Terms of Employment: Full-time, Permanent

Position: Marketing Coordinator

Wage: \$32.50/hour

Working Hours: 30-40 hours/week

Number of Positions: 1

Work Location: 80 Sheppard Ave W, Unit 200, Toronto, ON M2N 1M2

#### Benefits

On-site amenities

Free parking available

**Job Duties**

- Assess and develop business strategies for marketing and advertising
- Implement advertising and recruitment campaigns to increase brand awareness of the school
- Evaluate and analyze school programs to be promoted online and to local and international agents
- Organize communication channels and training sessions for the student recruitment agencies
- Act as a representative for the school and engage with local and international agencies
- Organize and coordinate special educational fairs, workshops and meetings to provide information
- Manage and maintain social media account and website promotions
- Prepare and oversee presentations, websites, social media contents, newsletters, and/or brochures
- Perform other administrative duties as assigned

**Job Requirement**

A college diploma or higher

At least 2 years of work experience in marketing,

Knowledge in Microsoft Word, Excel and PowerPoint

Valid criminal record check

Language in English

**Skills and Competencies**

Attention to detail

Work under pressure

Efficient interpersonal skills

Accurate and organized

Professional behaviour in values and ethics

**How to Apply**

Please apply only via email: [hr@apollohighschool.ca](mailto:hr@apollohighschool.ca)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hr@apollohighschool.ca](mailto:hr@apollohighschool.ca)**

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