



**Title:** Communications & Marketing Coordinator (non-profit organization)

**Fleming College Student Administrative Council,**

**Location:** Sutherland campus, Peterborough

**Job category:** Full-time, 37.5 hours per week, 1-year contract

**Annual Salary:** \$42,000 - \$55,000

Fleming SAC is seeking a dynamic, creative, and driven Communications & Marketing Coordinator to join our student-focused non-profit. This is an ideal opportunity for a recent graduate with strong communication and design skills who wants to make a real impact in the student community.

Working under the guidance of the Programming & Engagement Manager, this full-time contract role is responsible for creating engaging content, supporting student programming, and helping promote Fleming SAC services, events, and campaigns across a variety of platforms.

**Responsibilities:**

- Design graphics, posters, and digital content for programs and services
- Draft and schedule content for social media, email newsletters, and print materials
- Capture event photos and short videos for promotional use
- Prepare web content updates
- Support event-day coverage and signage needs
- Help maintain an organized library and communications calendar

For more information on this position, please check the link below for a full job description for the position of Communications & Engagement Associate.

**The Deadline for applications is Friday April 3, 2026 at 4:00PM (EST)**

**Qualifications:**

- Post-secondary education in Communications, Marketing, Graphic Design, or related field
- Strong written communication and visual design skills
- Proficiency with Canva or Adobe Creative Suite
- Familiarity with social media platforms and scheduling tools
- Enthusiasm for student engagement and nonprofit work
- Commitment to equity, accessibility, and inclusive practices

**How to Apply:**

Anyone who wishes to be considered for this competition is asked to submit a detailed, up-to-date resume and cover letter (PDF only) in the submission forms below **no later than Friday April 3, 2026, at 4:00PM (EST).**