

Job Title:	Marketing Agent	Job Category:	Administration
Location:	Beaconsfield Office and Remote work	Travel Requirements:	Montreal West Island
Salary Range:	\$25.00-\$28.00/hour (dependant on experience)	Job Type:	Permanent Part-time (22.5 hours per week)

ROLE AND RESPONSIBILITIES

Under the direct supervision of the Marketing and Fundraising Manager, the Marketing Agent plays a key role in maintaining and strengthening NOVA's visibility and engagement within the community. This position focuses primarily on daily social media management, website maintenance, and the creation of marketing and communication materials. This role involves overseeing and crafting compelling communication materials to support the organization's mission.

Key Responsibilities:

Marketing & Communications Execution (PRIMARY)

- Manage and post day-to-day content on NOVA's social media platforms (Facebook, Instagram, LinkedIn) according to the communications calendar
- Maintain and update NOVA's website on a regular basis (news, events, programs, statistics and key information)
- Participate in the creation and coordination of major communication tools, including:
 - Annual Report
 - Graphics for various campaign and fundraising materials
 - Press Releases / Media kits
 - Yearly Statistics
 - Videos
- Ensure all communications are written, revised, and translated accurately in French and English
- Collaborate with internal teams to support promotional campaigns and organizational initiatives
- Maintain the Marketing and Communications Calendar to strategize publicity

Brand, Messaging & Visibility

- Produce storytelling and campaign messaging, major fundraising appeals, press releases and key communications with Manager's guidance and approval

Fundraising & Community Events (SUPPORT)

- Assist in maintenance of Community, Media and Customer databases
- Collaborate with Fundraising Agent to maintain and update DonorPerfect online registration/donation forms
- Assist in the coordination and promotion of NOVA's Fundraisers, AGM, Volunteer recognition and other community and media events
- Participate occasionally in fundraising and community events

Qualifications:

Education: Bachelor’s degree in communications, marketing or related field.

Experience: Experience in marketing and/or communications (2-3 years). Experience in nonprofit sector an asset.

Skills:

- Excellent written and verbal communication skills in French and English (mandatory)
- Strong ability to create clear, engaging, and audience-appropriate content
- Proficient in Microsoft Office suite, social media (Facebook, Instagram, LinkedIn), WIX, Google, Canva, DonorPerfect and Constant Contact
- Creative, detail-oriented with strong sense of initiative
- Ability to contribute effectively within team environment while taking ownership of tasks and working independently
- Strong organizational and project management abilities, with the capacity to manage multiple communication platforms and initiatives simultaneously.

Additional Requirements:

- Guided by a sincere passion to make a positive impact and to help advance the NOVA mission to provide Compassionate Community Care
- Positive, adaptable and resourceful attitude
- Ability to work occasional evenings and weekends for events and deadlines.

ADDITIONAL NOTES

This job description outlines the essential duties and qualifications for the position of the Marketing Agent. The ideal candidate will be a dynamic and creative thinker with a passion for nonprofit work and a proven track record in marketing and communications.

HOW TO APPLY:

SUBMIT YOUR CV AND COVER LETTER BY **MARCH 27, 2026** TO LBOISSONNEAULT@NOVAWI.ORG

THE START DATE FOR THIS POSITION IS DURING THE WEEK OF APRIL 13, 2026.

WE LOOK FORWARD TO HEARING FROM YOU!

Approved by :	Marie-France Juneau	Date :	February 24, 2026
Last Update by :	Louise Boissonneault	Date :	March 12, 2026