



Marketing, Communications, and Outreach Coordinator

Organization Overview:

Simbi Foundation is a research-led non-profit organization that works with its partner communities and academics around the world to develop lasting solutions that enhance meaningful and sustained access to education. We're a fast growing organization with extensive teams in Vancouver, Uganda, and India.

Purpose of the position:

The Marketing, Communications and Outreach Coordinator is responsible for thoughtfully and correctly representing Simbi Foundation initiatives, outcomes, vision, and message to the wider Simbi Foundation community and beyond. The position holder is skilled at creating content that both engages its online audience and media partners. As a professional communicator across all channels, you will be the key spokesperson for our organization and brands.

Scope:

The Marketing, Communications and Outreach Coordinator reports directly to the Director of Operations and/ or the Sr. Marketing and Communication Coordinator to both promote and expand Simbi Foundation's reach and audience, as well as to create engaging content that appropriately portrays Simbi Foundation's mission, vision, and existing and future projects.

Responsibilities:

- To have an in-depth understanding of Simbi Foundation projects, communication goals, pricing/fundraising structure, and Expedition model.
- Work with the Director of Operations and the Sr. Marketing and Communication Coordinator on iterating upon a communication strategy and acting on the coordination and furthering of communication-related objectives.
- Writing and developing content for social media channels, including Facebook, Instagram, Twitter, and LinkedIn.
- Identify and recommend individuals, Universities, Colleges, and companies that may have an interest in Simbi Foundation research and volunteer opportunities.
- Provide support as needed for the Simbi Foundation Impact in the 21st Century Podcast.
- Coordinate with campuses and companies to engage individuals with Simbi Foundation in a variety of forms.

Qualifications:

- 4th year + with emphasis in Communication or English (finance or economics is an asset).
- Excellent grammatical skills and communication in various voices and tones
- Strong analytical and creative instincts
- Experience with photo editing, video editing, and content creation/design software is an asset.

Compensation:

This is a volunteer position. You will receive a 5% discount for a Simbi Foundation Expedition for each participant on-boarded, at a maximum of 30%.

Time Commitment:

10 hours per week

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