



RivInt Interpretation and Translation Services

Managed by Elspeth Heyworth Centre for Women

Marketing Volunteer

POSITION SYNOPSIS

Marketing Volunteer will assist in the process of the achieving marketing targets and develop the RivInt strategy to increase sales. This will require leading, directing, coordinating and where necessary, giving directions in the execution of activities, projects and operations of RivInt's marketing. The Marketing Volunteer may have a commitment to the expansion of the services beyond its current scope, to the government and corporate sector, nationally and internationally. Marketing Volunteer will assist in coordination with the Executive Director

ABOUT ELSPETH HEYWORTH CENTRE FOR WOMEN

Elspeth Heyworth Centre for Women is a registered charitable organization created to meet the growing needs of itsculturally diverse community for over 28 years, empowering newcomer women and their families to become participating members of Canadian society.EHCW offers a variety of programs and services, including settlement assistance, employment counseling, abuse crisis services and interpretation & translation supports.

ABOUT RIVINT INTERPRETATION AND TRANSLATION SERVICES

RivInt operates under the umbrella of Elspeth Heyworth Centre as a social enterprise. It is committed to providing quality language interpretation and translation service to the health care industry, corporations and to the community agencies across GTA.

KEY RESPONSIBILITIES:

- Provide support in the overall marketing direction, vision and leadership to the capacity development and expansion of services in various sectors primarily within the 3 levels of government; manage multiple projects, develop work plans, and client list. Support in the expansion of the client list, support staff with guidance and measure and evaluate progress.
- Provide, where possible, technical marketing advice and skills.
- Provide guidance in the creation of conditions for outstanding performance for the RivInt staff, including providing ongoing feedback; supporting staff to work towards service enhancement; and successfully addressing performance issues.
- Provide guidance to the staff in conducting ongoing research on the social impact of service and compile statistics
- Provide guidance to the staff to champion change and effectively manage the implementation of new ideas that enhance the organizational and service capacities; provision of professional development activities that are relevant to the sector; provide leadership in building collaboration and sharing of resources and information in the sector.

QUALIFICATIONS:

- Excellent marketing skills including written and verbal communications.
- Experience in some or all of the following areas: organizational and capacity development; program development, methodologies and service models that enhances language services
- Project management experience
- Experience in liaison with funders in the not-for-profit and for-profit sector.

The job may be conducted remotely. There will be possibility of travel and other expenses related to the growth of RivInt, which may be covered.

Contact: Sunder Singh, Executive Director

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Deadline to apply for this position: December 15, 2020