Coordinator, Marketing Production

Full-Time, Contract

Toronto, ON

CNIB invites you to build a career as unique as you! We are currently searching for a **Coordinator, Marketing Production**! Reporting to the Director, Marketing and Communications, the Coordinator, Marketing Production supervises the coordination and production of print and direct mail campaigns, with a particular focus on philanthropy and marketing initiatives. Functions include managing internal stakeholders' expectations, communicating with external vendors, adhering to quality standards, creating schedules, and meeting tight deadlines. The incumbent will be responsible for creating, developing, and managing timelines and budgets for a variety of projects ranging from direct mail to collateral development.

Your impact at CNIB

* Create, develop, and manage critical paths for all production processes. Work closely with Senior Manager, BSS Development to review and communicate dates and critical paths as needed.
* Manage campaigns through the timeline, including liaising with key stakeholders, approvers, and creative team.
* Develop and manage status of all projects and ensure all dates, status, and cost variance information is accurate and timely.
* Issue specs, for quoting, costs for approval as well as purchase orders and/or operational analyses and reports when needed.
* Work closely with designers.
* Work closely with printing companies.
* Coordinate the centralized online inventory system of CNIB-branded merchandise.
* Support Senior Manager, BSS in daily operational activities.
* Co-ordinate French translation requirements as required.

Who you are:

* Strong project management skills with a demonstrated ability successfully drive multiple projects concurrently. Detail-oriented, with a proven ability to meet deadlines.
* Knowledge of print production. Experience working in direct mail.
* Demonstrated oral and written communications skills.
* Excellent planning and organization skills.
* Able to work with multiple stakeholders.
* Proficient in the use of Microsoft Office software and experience and familiar working in a Windows environment.

We want to hear from you if you have:

* Degree or post-secondary diploma in a related discipline or a combination of education, training, and experience.
* Experience in production management with a strong understanding of print and production processes.
* French language is an asset.
* Personal or professional experience relating to blindness and sight loss is considered an asset.
* Personal or professional experience working with assistive technology and/or accessible environments is considered an asset.

Work Environment

* Willingness to work flexible hours.

Apply now!

If this sounds like the role for you, send your application to lynn.donald@cnib.ca, indicating the position title in the subject line. Be sure to include a resume, cover letter, and mention how you heard about this opportunity.

CNIB is committed to creating and fostering an inclusive culture and welcomes applications from diverse candidates, including but not limited to the Black, Indigenous, and People of Colour (BIPOC) community, persons with disabilities, people who are blind or partially sighted, and those who identify as women, gender diverse, and/or 2SLGBTQ+. **We strongly encourage applications from applicants with sight loss. Direct lived experience would be a definite asset.** If at any stage you require accommodation, please let us know and we will work with you to support your accessibility needs. We're excited to review your application!

Please note: while we invite applications from all interested and qualified applicants, we are unable to follow-up with every applicant.

**Closing date: August 23, 2023**

About us

Life is a beautiful, wonderful, complex thing. Life with sight loss should be no different. At CNIB, we're on a mission to change what it means to be blind, and we're not slowing down. We think big, take risks, embrace change, and ask questions. We're inviting you to be part of the conversation.

Our diversity is our strength – we take pride in our inclusive workplace and are committed to recruiting and selecting in a fair, transparent, and accessible way. CNIB welcomes applications from those who have demonstrated a commitment to upholding the values of inclusion, diversity, equity and accessibility (IDEA) to join us in expanding our capacity for inclusion in the broadest sense. To this end, we strongly encourage applications from members of groups that have been historically disadvantaged and marginalized, including but not limited to Indigenous peoples, racialized persons, persons with disabilities, people who are blind or partially sighted, and those who identify as women and/or 2SLGBTQ+. We enthusiastically invite applications from applicants with sight loss. Direct lived experience is a definite asset. CNIB is committed to accommodating applicants with disabilities and will work with applicants requesting accommodations at any stage of the hiring process.

Our team's health and wellness are a priority, which is why we offer comprehensive benefits, competitive compensation, and flexible work schedules developed to help you stay healthy.

At CNIB, we are relentlessly passionate about what we do. We are in our second century of smashing societal barriers and stigmas through innovative programs and powerful advocacy. We are a collaborative, empowered team that drives achievement and equality. If that sounds like your cup of tea, let's talk.

