# Marketing & Admin Coordinator

## About Rainbow Community Places (RCP)

Rainbow Community Places (RCP) is a non-profit, community-based agency that is committed to empowering 2SLGBTQIA+ people by building community in safe(r) spaces across the Greater Toronto Area (GTA). We connect, support, and empower 2SLGBTQIA+ communities through engaging programs and experiences. Our vision is to build a community where every queer person feels safe(r), supported, and can flourish. Our core values include Community, Nourishment, Safety, Inclusivity, Integrity, and Empowerment.

RCP currently runs two programs:  Dorothy's Place and Toby's Place. Dorothy's Place is a free drop-in lunch program for 2SLGBTQIA+ seniors (and their caregivers), aged 55+. Toby's Place is a free after-school drop-in program for 2SLGBTQIA+ youth, questioning youth, and allied friends, aged 13–20.

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## Role Summary

Are you a highly organized, digitally savvy professional ready to immediately enhance the presence and capacity of a 2SLGBTQIA+ community organization?

Rainbow Community Places (RCP) is seeking a **Marketing & Admin Coordinator** to execute specific, focused tasks to improve our external communications, digital presence, and internal administrative structure. This is a hands-on contract role dedicated to building organizational capacity, allowing Program leaders to focus on program delivery and the Board to focus on operational growth.

The successful candidate will be a resourceful and organized individual, responsible for improving RCP's visibility, professionalism, and capacity for fundraising and growth.  This role reports to the HR Subcommittee of the Board.

This is an ideal opportunity for a current student or recent graduate in marketing, communications, or digital media to gain paid, hands-on experience and build a professional portfolio while supporting a vital community organization.


# Key Responsibilities

## 1. Marketing & Digital Communications

- Manage and update RCP's website (using the Wix platform) to ensure it is current, accessible, and accurately reflects the organization's purpose, mission, vision, and values and AODA requirements.
- Oversee RCP's various social media channels and the content creation for the Toby's Place and Dorothy's Place channels and newsletters, with input from Program leaders and Board members.
- Assist with the design and preparation of flyers and other promotional materials for programs, events, and fundraising initiatives (e.g., the Comedy Benefit, Waterfront Marathon). This includes maintaining RCP and program logos in various file formats.
- Ensure the organization's Canada Helps profile is complete and linked to the website for fundraising clarity.

## 2. Organizational Capacity & Administration

- Organize and maintain digital administrative files (e.g., Google Drive organization) to improve organizational memory and accessibility.
- Attend Board meetings (other than *in camera* portions) and meet with the RCP HR Subcommittee monthly, or as otherwise agreed, to report on progress.
- Support outreach by ensuring promotional materials are available and information is shared with venues/partners, maximizing opportunities with media contacts (e.g., Inspired Media).
- Ensure compliance with applicable RCP policies and procedures, striving to maintain a go-to safer space.

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# Work Conditions

- **Location:** Remote. Flexible schedule is required to attend occasional meetings, such as the monthly RCP HR Subcommittee meeting or Board meetings.
- **Duration:** 12-Month Contract; Potential for extension, depending on funding.
- **Regular Hours:** Approximately 5-7 hours per week.
- **Compensation:** $20-$25/hr, depending on experience.


## Qualifications and Requirements

- Demonstrated skills in graphic design, social media management, and website maintenance (RCP uses the Wix platform.) Class projects, volunteer work, or past employment are all valid experiences.
- Currently enrolled in or recently graduated from a post-secondary program in Marketing, Communications, Digital Media, Graphic Design, or a related field is a strong asset.
- Strong administrative and organizational skills, particularly with digital file management (e.g., Google Drive, data organization).
- Excellent written and verbal communication skills for both youth and senior audiences (newsletters/social media) and Board reporting.
- Demonstrated ability to work independently and manage time effectively to deliver on a focused set of administrative and communications objectives.
- Alignment with RCP's core values.
- Experience or familiarity with non-profit organizational structure and operations is an asset.

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## How to Apply

Applicants to please send a resume and cover letter with hourly rate expectations demonstrating relevant experience to admin@rainbowcommunityplaces.org. Only applicants selected for an interview will be contacted.  For more information about our programs or Rainbow Community Places, please visit rainbowcommunityplaces.org

Students are encouraged to apply. Please include a link to your portfolio or 1-2 relevant work samples (from school, volunteer, or paid work) with your resume and cover letter.

Should the applicant require any accommodations during the application or interview process, please notify us in advance at admin@rainbowcommunityplaces.org as per the Accessibility for Ontarians with Disabilities Act (AODA). We are committed to building a diverse workforce and inclusive culture where all employees can thrive.