



Koeslag Consulting Inc. (KCI) is seeking a motivated, self-driven individual to fill a short-term role as Project and Promotions Assistant. KCI primarily focuses on the delivery of administrative requirements of non-profit organizations and currently serves the Canadian Mushroom Growers' Association, Ontario Bean Growers, Ontario Institute of Agrologists and the Ontario Agricultural Commodity Council. The Project and Promotions Assistant role will be focused mainly on the Ontario Bean Growers portfolio.

This position would be ideal for a free lancer looking for a short-term project or a student looking for a meaningful resume building experience.

The contract is for a total of 70 days beginning in February and ending in the spring/early summer.

### **The Work**

- Develop an engaging social media campaign promoting newly created digital content
- Create and schedule other social media content
- Track engagements and provide reports to the Project Coordinator for inclusion in the project funding report
- Other work to support the daily activities of the KCI team including, but not limited to, adding web content, supporting work associated with annual meeting preparation and execution

### **Your Qualifications**

- A degree or diploma in marketing or related experience, or currently enrolled in a marketing program
- Experience creating exciting and engaging social media campaigns with proven results
- Skilled user of popular social media platforms and a working knowledge of Hootsuite and Sprout Social
- A passion for food and/or agriculture is a plus

### **Core Competencies**

- Experience working within a not-for-profit organization;
- Detail oriented, organized and client focused;
- Demonstrate critical and strategic thinking skills;
- Comfortable with website administration;
- Competent in MS Word, Excel and Outlook;
- Excellent written and verbal communication skills
- Basic understanding of the agricultural industry in Ontario;
- Ability to work under tight deadlines;
- Ability to be proactive and work independently;
- Strong planning, organizing and prioritizing skills;

### **Background**

KCI is a consulting and administrative company focusing on improving and assisting non-profit organizations to execute their work plans and activities. Currently administrative duties include lobbying government at all levels and across the country for various regulations and bills, coordinating research projects, coordinating promotional and communications campaigns, organizing meetings and various other administrative functions. Our office is located in Harriston, Ontario.

Individuals interested in this position and who meet the criteria listed above, please submit your cover letter, resume in confidence by January 24<sup>th</sup>, 2020 to:

Koeslag Consulting Inc.  
Attn: Jennifer Mitchell, Project Coordinator  
Box 100  
60 Elora Street South,  
Harriston, Ontario  
N0G 1Z0

Email: [jennifer@ontariobeans.on.ca](mailto:jennifer@ontariobeans.on.ca)