Marketing & Communications Assistant – GeoMate

GeoMate is a mapping service that uses artificial intelligence to analyze near real-time accessibility and safety of cities. We provide a platform that supports safer active transportation for everyone, with a focus on helping those with mobility disabilities. Using artificial intelligence and geospatial data, we create accessibility maps that empower a wide range of decision-makers with better information to make the world a more accessible place to live.

We are looking for a Marketing & Communications Assistant to join our team! In this role, you will be supporting GeoMate’s Director of Communications and Business Development Manager in strategic and day-to-day business operations and will have the opportunity to collaborate with a multidisciplinary team in a fast-paced, start-up environment.

What you bring
Need to have
- Excellent verbal and written communication skills
- Creativity
- Organization
- Attention to detail
- Time management
- Adaptable
- Some experience with Graphic Design

Nice to have
- Experience in digital marketing/content creation, photo/video editing and creation
- Experience with analytics platforms like Google Analytics, LinkedIn, and Twitter
- Candidates fluent in both French and English are preferred

What you will do;

As a Marketing & Communications Assistant, you will:
- Write blog posts to share on our website and social media platforms
- Complete simple, small graphic design tasks such as image creation, photoshop, illustration design, etc.
- Manage and develop content for social media platforms, primarily LinkedIn and Twitter
- Generate media coverage of our company, reaching out to reporters and writing pieces to share with our networks
- Support Director of Communications and the Business Development Manager in grant writing and day to day communications
- Develop marketing and branding materials for the company
What we offer

- Opportunities to learn and help shape the early stages of a tech company
- Flexible work hours and remote work options
- Friendly working environment

How to apply

Email: info@geomate.ca

- Provide us with your CV/Resume
- Send in a written sample of previous work (between 250-500 words) and an example of a social media post you have created
- Candidates selected for an interview will be contacted via email to schedule an interview

GeoMate is an equal opportunity employer:

We provide equal opportunity for all applicants and employers and do not discriminate on the basis of race, place of origin, age, colour, ethnic origin, citizenship, sex, sexual orientation, gender identity, disability, etc. Diversity is an important aspect of GeoMate's work environment and we want to continue to celebrate all that people have to offer. If you need accommodation during the application or interview process, please indicate this in your email with your application.

Important information

- Posting closes: October 25th
- Duration: November 1 – February 26
- Job Location - Remote (with the option to work in Kitchener-Waterloo office)
- Employment - Temporary (fixed-term)
- Weekly Hours - 20 hours/week