



CHAMPAGNE AND AISHIHIK FIRST NATIONS

## **Newsome Associates HR Assessment & Development Inc.**

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### **EMPLOYMENT CENTRAL**

#### **Job Description - 2026**

**Location:** Whitehorse  
**Age Requirement:** 19+  
**Full-Time Position**

#### **Marketing & Communications Coordinator**

Are you creative, curious, and looking to build real-world marketing experience? Employment Central is looking for a Marketing & Communications Coordinator who wants to learn by doing. In this role, you will help share our story, promote programs that support Yukoners, and build your skills in digital marketing, communications, and community engagement. This is a hands-on opportunity to develop practical experience in content creation, social media, events, and marketing strategy while working closely with the Executive Director and team.

#### **What you'll do**

- Help plan, create and post social media content
- Research marketing trends and innovative workforce programs across Canada
- Write content for blogs, newsletters, social media, and promotional campaigns
- Support virtual and in-person events like workshops, career sessions, and webinars
- Help track marketing results and learn how data informs decision
- Keep marketing materials fresh, organized, and on brand
- Contribute ideas - we want your perspective and creativity

#### **What you'll bring**

- You are currently studying marketing, communications, business, or a related field
- Interest in social media, digital marketing, or communications
- Comfort using tools like Microsoft Office and Google Workspace
- Experience (or want to learn) Canva or Adobe tools
- A keen eye for photography
- Strong writing skills and attention to detail
- A positive attitude, curiosity, and willingness to learn
- Ability to work independently and as part of a supportive team

#### **What you'll gain**

- Real marketing experience you can put on your resume
- Mentorship and coaching from experienced professionals

- A chance to build a portfolio of real projects
- A supportive environment where your ideas matter