



Can You Help Great Opportunities Get Noticed?

Marketing & Communications Coordinator

**Eastern Ontario Training Board (EOTB) | Cornwall, Ontario
Full-Time | Bilingual English/French preferred**

Do you see a great program and immediately start thinking about who needs to hear about it and what would inspire them to take action? Do you enjoy turning an idea into a plan and keeping all the pieces moving until it comes together? Can you write a compelling invitation, create a clear poster and help make the event behind them run smoothly?

If so, we would like to hear from you.

About EOTB

The Eastern Ontario Training Board connects people, employers, service providers and communities with employment and training opportunities across Eastern Ontario. Our work is anything but one dimensional. No two days look quite the same. We might be promoting a skilled trades program, helping employers connect with workers, getting word out about a job fair, highlighting the latest labour market information, or telling the story of someone whose life changed because they found the right opportunity.

That's where you come in.

We are looking for a Marketing & Communications Coordinator who can help us reach the right audiences and coordinate the work that brings our initiatives to life.

What You Will Be Doing

- Plan and coordinate marketing for programs, projects and events. You will work with the team to identify the audience, choose effective ways to reach them, set timelines and keep the plan moving.
- Create and edit content for social media, posters, newsletters, advertising, the website and other communications.

- Maintain EOTB's marketing plan and content calendar. Review website and social media analytics and campaign results to see which promotional channels are reaching the right audiences and suggest where we should adjust our approach.
- Help organize employer events, workshops and information sessions, including venues, registration, materials, facilitate communications and attendee follow-up.
- Use storytelling to bring EOTB's programs to life and highlight the experiences of participants, employers and community partners.
- Keep track of details and deadlines across several projects, following up with staff and partners when needed.
- Understands that sometimes the best marketing idea isn't the most expensive one.

What You will Bring

You don't have to have all the answers on day one. We are looking for someone who is curious, creative, organized and ready to bring ideas forward. You can make complex information easy to understand, manage competing deadlines and work well with people across our team.

You will also bring:

- Education in marketing, communications or a related field, or equivalent experience.
- Experience creating clear, engaging content for digital and print communications, with a feel for current trends and the judgement to know when to use them.
- Familiarity with design tools such as Canva, CapCut, Adobe tools or similar.
- Experience coordinating campaigns, projects or events involving several people.
- Strong writing, editing and proofreading skills.

Experience with website updates, email marketing, employment services or the community sector is an asset. Bilingual English/French is preferred.

Why EOTB?

You will help people discover opportunities to train, find work and build stronger workplaces. The projects changed throughout the year, and you will have a hand in both the creative work and the planning that makes it successful.

How to apply

Send us your résumé and a cover letter to martha@eotb-cfeo.on.ca by October 16, 2026. Tell us about a campaign, project or event you helped plan and carry through.

Salary: \$49,000-\$52,000 per year

Hours: Monday–Friday, 9:00 a.m.–4:00 p.m. (35 hours per week)

Location: Cornwall, Ontario

EOTB is committed to an inclusive and accessible recruitment process. Accommodations are available upon request. We thank all applicants for their interest. Only those selected for an interview will be contacted.