

# WE ARE HIRING!

## Marketing and Sales Coordinator



**Are you looking for a fast-paced work environment where you can take initiative, think outside the box and work with people who are striving to make a difference in the world? Apply now to help our team of human environment consultants roll out our marketing and sales strategies.**

Shared Value Solutions (SVS) is seeking a full-time Marketing and Sales Coordinator to work in our Guelph, ON office. Our core business is in Environmental Assessment support and strategy; oral history, land use and occupancy studies; Indigenous and private sector business partnerships; and community consultation and engagement. We need your help telling this to the world! Salary and benefits are competitive and negotiable. The successful candidate will:

- Have experience in running marketing campaigns, tracking sales data, maintaining databases, and supporting our team
- Be highly creative, motivated, and detail-oriented and align with our values: have fun, make money, do good and do good work

#### **Some Responsibilities Include:**

- Support sales team with admin tasks, meetings, Hubspot CRM
- Coordinate/manage Request for Proposal (RFP) processes
- Ensure functionality/coordination of sales activities
- Support sales staff (ie: providing existing sales data, market trends, forecasts, account analyses, etc.)
- Conduct market research
- Assist in the planning and execution of marketing campaigns
- Prepare marketing reports
- Keep promotional materials current, ready and in stock
- Post online content to SVS's website and social media accounts
- Draft copy for marketing literature
- Draft design for print and online materials
- Maintain and curate a marketing content library
- Manage brand consistency across all platforms

#### **Qualifications**

- Bachelor's Degree in Business Administration, Marketing, Communications or Advertising
- 2+ years' sales operations, marketing, advertising, copywriting, or related experience
- Strong attention to detail
- Familiarity with inbound marketing philosophy
- Big Picture Thinker; exceptional verbal/written communication skills
- Experience with governmental agencies and the RFP process
- Proficiency in MS Office, marketing automation software, and cloud-based software and tools
- Proficiency with Adobe Creative Suite and Hubspot
- Experience working with Indigenous communities, working in an environmental consulting company, graphic design, multimedia story telling, or GIS software are all assets

## Apply today!

**For detailed information about this opportunity:**  
<http://sharedvaluesolutions.com/join-our-team/>

**Email your resume to Erin Knight, HR Manager:**  
[HR@sharedvaluesolutions.com](mailto:HR@sharedvaluesolutions.com)

**Shared Value  
Solutions**