

Marketing & Event Coordinator – Thunder Bay

Northern Policy Institute (NPI) is seeking a full-time Marketing & Event Coordinator for a 2-year (renewable) contract in **Thunder Bay, Ontario**. This position is ideal for those seeking a first position post-graduation or looking to move into a different field.

The Marketing & Event Coordinator will be responsible for planning, coordinating, and delivering events across Northern Ontario. Events will be in person, online, and hybrid. One area of focus for this position will be identifying existing resources to assist and encourage successful Institute engagement and visibility across Ontario's central, western, and northern regions. Knowledge of marketing, communications, social media, and event logistics is essential, as are interpersonal skills and an attention to detail.

While some experience would be preferred, recent grads with a bachelor's degree or a diploma should apply. Bilingualism would be an advantage. Multilingualism, or a special knowledge of Northern Ontario, would also be assets.

Candidates are asked to provide a one-paragraph statement as to why they applied for a position in Northern Ontario. Applications that do not include this information may not be considered.

Northern Policy Institute appreciates all expressions of interest; **only candidates who are to be interviewed will be contacted.** The salary range for this position is **\$45,000 to \$49,000** per year (plus benefits).

NPI values the ability to engage with communities in multiple languages. **An increment of \$1,500 over and above the base salary is available for those who can fluently speak Anishinabemowin, Oji-Cree, Cree, Michif or French, as well as English** in a professional setting.

To learn more about the benefits of working at NPI visit:
<https://www.northernpolicy.ca/benefits-of-working-at-npi>.

The deadline for applications is **midnight eastern time, 6 April 2025**. The expected start date is 5 May 2025. Please forward a cover letter, resume and references to hr@northernpolicy.ca with **Marketing & Event Coordinator** in the subject line. If interested, you can request a job description for this position by writing hr@northernpolicy.ca.

Note: applicants for this position *MUST* satisfy the eligibility requirements of NOHFC's internship program, which include: be at least 18 years of age, be a new entrant into the workforce or transitioning to a new career, not previously participated in an NOHFC-funded internship, reside, and be legally eligible to work, in Canada. For more details visit: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

When considering applications from two equally qualified candidates, NPI **will give preference to First Nation, Métis, Inuit, or Francophone candidates.** Candidates coming from rural or remote northern communities or with a stated interest in working in northern regions in the future will also be given special preference. If any of these characteristics apply to you, **we encourage you to voluntarily state this in your cover letter.**

For information about the community of Thunder Bay visit: <https://www.thunderbay.ca/>



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program.