Job Title: Coordinator, Marketing Communications
Reports To: Director, Marketing and Communications
Location: North York, ON
Employment Type: Full-Time Permanent (35hrs/week) Hybrid: 2 in-office days per week
Compensation: $60,000-$70,000 annually

Terry Fox Foundation

The Terry Fox Foundation stands as one of Canada's most iconic and impactful charitable organizations, rooted in the extraordinary legacy of Terry Fox. In 1980, after losing his leg to osteogenic sarcoma, Terry embarked on the Marathon of Hope—a cross-country run to raise awareness and funds for cancer research. His journey, marked by courage, resilience, and unwavering determination, captured the hearts of Canadians and inspired a nationwide movement.

Although Terry's run was cut short after 143 days when his cancer returned, his dream lives on. Today, the Terry Fox Foundation continues to uphold his vision by funding innovative cancer research and inspiring millions through his story. With over 10,000 annual Terry Fox Runs held in communities across Canada, the Foundation plays a vital role in fostering national unity, promoting health and wellness, and advancing scientific discovery.

For over four decades, the Foundation has united Canadians in the pursuit of a world without cancer. Every donation, every step taken in Terry's name, fuels groundbreaking research and brings hope to millions. Joining the Terry Fox Foundation means becoming part of a legacy that dares the impossible and works every day to make it possible.

About the Role

As our **Coordinator, Marketing and Communications**, you'll play an important role in helping us connect with supporters, tell meaningful stories, and bring fundraising campaigns to life. Reporting to the Director, Marketing & Communications, you'll support a wide range of marketing, communications, and administrative activities that help keep the department running smoothly.

From developing content and coordinating campaigns to managing projects and supporting digital communications, you'll contribute to initiatives that engage donors, volunteers, and communities across Canada. We're looking for a highly organized, creative, and proactive team player who enjoys variety, takes initiative, and thrives in a collaborative, mission-driven environment.

What You'll Do

Marketing & Communications

- Create, edit, and proofread content for email campaigns, social media, websites, fundraising materials, and other communications.
- Support integrated marketing campaigns across digital, social, web, and email channels.
- Assist with social media planning, scheduling, publishing, and community engagement.
- Help develop social media toolkits and resources for staff, volunteers, and partners.
- Coordinate campaign assets, timelines, approvals, and project deliverables.

Digital Marketing Support

- Build, test, schedule, and deploy email campaigns using approved content and templates.
- Assist with website updates, content maintenance, and digital asset management.
- Monitor links, formatting, accessibility elements, and overall user experience.
- Help compile campaign performance metrics and reporting.

Creative & Project Coordination

- Coordinate creative requests and gather project requirements, assets, specifications, and timelines.
- Support updates to existing marketing materials and branded templates.
- Help maintain organized digital asset libraries and version control practices.

Department Coordination

- Support department scheduling, meetings, and project administration.
- Assist the Chief Marketing Officer with administrative coordination.
- Track project deadlines and action items.
- Coordinate invoice processing and approvals with Finance and external vendors.

What You'll Bring

- 1-3 years of experience in marketing, communications, project coordination, administration, or a related field.
- Postsecondary education in Marketing, Communications, Public Relations, Business, or a related discipline, or an equivalent combination of education and experience.
- Strong writing, editing, and proofreading skills.

- Excellent organizational skills with strong attention to detail and follow-through.
- Ability to manage multiple priorities and adapt to changing deadlines.
- A proactive, solutions-oriented mindset and willingness to take initiative.
- Experience with social media platforms and content creation.
- Familiarity with tools such as Canva, Figma, Hootsuite, and Microsoft Office.
- Experience with email marketing platforms and content management systems; Salesforce Marketing Cloud and WordPress experience are considered assets.
- Strong collaboration skills and the ability to build positive working relationships across teams.

How to Apply

Your talents, passion, and dedication will help us continue Terry's legacy and make a lasting impact in the lives of so many.

To begin a meaningful new journey with us, please submit a cover letter and resume to careers@terryfox.org.

We are dedicated to employment equity, and we value diversity in the workplace. If you require any accommodation during the recruitment process, please reach out to us. To be considered for this position, applicants must be legally eligible to work in Canada at the time of application. The Terry Fox Foundation is unable to support work permit or immigration applications for this role. Employment is contingent upon the Foundation's receipt of all required documentation.

While we thank all applicants for their interest, only those selected to move forward in our screening process will be contacted.