

## Marketing Coordinator Job Posting

Location: Sandbox Centre – Barrie, ON (On-Site)

30 hours/week

Rate of Pay: \$17.20/hour

Reports to: Creative Marketing Strategist

Are you a creative go-getter passionate about storytelling, innovation, and community-building? Do you thrive in a fast-paced environment where no two days are the same? The Sandbox Centre is looking for a Marketing Coordinator to help amplify the impact of our programs, events, and entrepreneurial community.

---

## Who We Are

**Sandbox Centre** is Simcoe County's Regional Innovation Centre—a collaborative space where business and community meet to connect, share, and grow. We support entrepreneurs, startups, and growing companies through engaging programming, mentorship, peer groups, and strategic partnerships that drive innovation and economic impact.

---

## What You'll Be Doing

### Marketing Strategy & Planning

- Assist with marketing campaigns to boost awareness and engagement
- Conduct research on audience insights and marketing trends

### Content Creation & Management

- Write engaging content for newsletters, blog posts, and social media
- Create and share success stories that highlight community impact
- Coordinate visuals using Canva or similar tools

### Social Media & Digital Marketing

- Manage Sandbox's social media accounts (Instagram, LinkedIn, Facebook, TikTok)

- Build content calendars and post consistently
- Monitor analytics and adjust strategy accordingly

## **Event Promotion & Coordination**

- Promote programs and events like workshops, peer groups, and networking mixers
- Assist with marketing materials, RSVPs, and on-site content capture

## **Brand & Communications Support**

- Ensure consistent branding across platforms
- Draft email campaigns (Mailchimp preferred)
- Support with internal and external communications

## **Website & Admin Tasks**

- Update website content to reflect current programs and events
- Help organize digital files and marketing assets
- Support administrative needs related to marketing initiatives

## **Community Engagement**

- Collaborate with partner organizations and local stakeholders
- Contribute to growing Sandbox's visibility in the regional innovation ecosystem

---

## **Must-Haves**

Strong written and verbal communication skills

Comfortable using Instagram, Facebook, LinkedIn, and TikTok

Familiarity with Canva or similar design tools

Organized, independent, and adaptable

Willingness to learn tools like Mailchimp and Nexodus CRM

---



**SANDBOX CENTRE**

24 Maple Avenue

Barrie, ON

L4M 7W4

(705) 503 - 6600 | [sandboxcentre.com](http://sandboxcentre.com) | [info@sandboxcentre.com](mailto:info@sandboxcentre.com)

## Nice-to-Haves

Personal or professional social media management experience

Basic video editing (CapCut, Canva, etc.)

Interest in startups, entrepreneurship, or innovation spaces

Background in content creation or communications

SmartServe certification

---

## What We Offer

- 30 hours/week at \$17.20/hour
  - A collaborative and creative workplace at the heart of Barrie's innovation scene
  - Opportunities to attend events, network with business leaders, and build your marketing portfolio
  - Ongoing mentorship and professional development
- 

## Apply Today

Send your resume, a short cover letter to: [innovation@sandboxcentre.com](mailto:innovation@sandboxcentre.com)

Subject Line: *Marketing Coordinator Application – [Your Name]*