



DIGITAL MARKETING COORDINATOR

PART-TIME | ONTARIO ONLY

We are looking for a motivated and detail-oriented Digital Marketing Coordinator to support the planning and execution of digital marketing initiatives. This role is ideal for someone who is eager to learn, contribute, and grow within a collaborative agency environment. You will support campaigns across social media, content, and digital platforms while ensuring quality, consistency, and alignment with brand standards. This is a part-time employment position.

WHO WE ARE

JBC Pushing Digital Boundaries is a digital marketing agency located in Kingston, Ontario. Established in 2012, JBC provides virtual private and corporate social media training, along with digital marketing and account management services.

WHO YOU ARE

- Foundational knowledge of digital marketing concepts and platforms
- Organized with strong attention to detail
- Comfortable managing multiple tasks and deadlines
- Eager to learn and grow in a digital marketing role
- Confident written and verbal communicator
- Familiar with social media platforms and content best practices
- Comfortable working collaboratively with internal teams
- Familiar with basic analytics and performance tracking

WHAT YOU'LL GET

- **Part-time hours:** Approximately 15–25 hours per week (set schedule to be discussed)
- **Compensation:** Starting at \$25.00/hr



WHAT YOU'LL DO

- Assist in the execution of digital marketing campaigns across social media and email marketing
- Support content management, scheduling, and publishing (posts, reels, graphics, blogs, etc.)
- Ensure content accuracy, quality, and consistency with brand guidelines
- Support campaign timelines, task tracking, and deliverables using project management tools
- Coordinate with internal team members to ensure deadlines are met
- Help maintain organized digital files and documentation
- Support basic analysis of results and identify opportunities for improvement
- Stay up to date with digital marketing trends, tools, and platform updates

REQUIRED SKILLS

- Proficient in Google Drive (Docs, Sheets, Slides)
- Comfortable using Asana or similar task management tools
- Experience with Hootsuite
- Basic graphic design experience

HOW TO APPLY

Email your resume to: socialmedia@jenniferbakerconsulting.com

Use the subject line: **APPLICATION – Digital Marketing Coordinator**

DEADLINE TO APPLY

January 23, 2026, 12:00pm