

<b>Job Title</b>	Marketing and Project Development Officer
<b>Reports to</b>	Director of Projects and Marketing

### Job Overview

Under the supervision of the Director of Projects and Marketing, the Marketing and Project Development Officer will work on Insight's marketing and business development activities. This individual will also provide assistance in the development and execution of project initiatives.

### Duties and Responsibilities

- Provide assistance in the development and execution of robust business development and marketing plans to materialize Insight's growth objectives.
- Work with our marketing and social media team to develop as well as disseminate attractive and compelling marketing materials and content.
- Work on video creation and editing for our marketing materials.
- Actively explore and identify opportunities for expansion and/or enhancement of services with existing corporate clients.
- Develop business and competitive intelligence to better meet the needs of existing and potential clients.
- Conduct thorough investigation/research and analyses on necessary aspects and components of a project concept.

### Required Qualifications

#### Education and Experience

- Currently in a diploma or undergraduate degree in business or a related field. A suitable combination of education, training, and experience will also be considered.
- One or more years of relevant experience.

#### Knowledge, Skills and Abilities

- Highly organized and thorough, with strong attention to detail and accuracy
- Exceptional communication skills, both verbal and written
- A critical thinker that is action and results oriented
- Sound decision-making and problem-solving skills
- Efficient, flexible, and can effectively manage a demanding schedule with multiple priorities
- Highly self-motivated and can work independently with minimal supervision
- Technologically savvy, with intermediate to advanced Microsoft Office, Canva, and Adobe Suite capability
- Ability to conduct research and analyses as well as develop budgets.

### Conditions of Work

The is a part-time position with 25 to 30 paid hours a week and is based at our Edmonton South service centre but can also be remote. Flexibility of the working day is inherent in the position. The workload fluctuates depending on project timelines. The individual must be in a post-secondary program to be eligible for this position.

**Interested and qualified and interested candidates are invited to submit their CV or resume as soon as possible to:**

**Julia Donnelly**

**Email: [jdonnelly@insightpsychological.ca](mailto:jdonnelly@insightpsychological.ca)**