



Employment Opportunity

YMCA Northumberland currently has an opening for the following Maternity Leave Contract Position:

Coordinator – Marketing and IT Support

Position Status: 40-hour hybrid flexible work week / 4 to 5 Month Contract for Maternity Leave
(Expected Timeframe of Mid-August 2025 to January 2026)

Salary Range: \$43,680 – \$47,840 (commensurate with experience)

Reports To: Director, Marketing and Philanthropy (MARKETING ROLE)
Manager, Financial Systems (IT SUPPORT ROLE)

Position Summary:

Reporting to the Director, Marketing and Philanthropy, the Coordinator is responsible for supporting marketing plans, fundraising efforts and various technology-related functions. As part of the Coordinator's role, they will develop and implement communication materials, digital assets and media with the aim of increasing community presence, generating memberships, driving program registrations, and raising funds. All assets will adhere to YMCA Brand standards.

This position also includes some reporting to the Manager, Financial Systems to provide technical assistance and support for incoming queries and issues related to computer systems, mobile devices, software, and hardware. Providing employees with assistance must be done in person, over the phone, or via email, as requested. As needed, the Coordinator will also install, modify, and repair computer hardware and software.

Responsibilities:

MARKETING

- Prepare and implement long-term and short-term marketing plans related to goals within Health, Fitness and Aquatics (HFA), Children's Services and Philanthropy.
- Maintain a strong community Organization Profile through various online platforms.
- Manage social media channel posts, messages/comments and profiles.
- Manage website updates ongoing.
- Attend various YMCA events and capture both photographic & video footage.
- Develop various communication assets as requested for print and digital, which adhere to YMCA Brand standards and support community engagement, HFA programs, Children's Services, Philanthropy activities, and other YMCA Association needs.

IT SUPPORT

- Manage Onboarding of new staff, retiring staff accounts – email accounts, passwords, KnowBe4 training and multi-factor authentication.
- Responsible for new computer purchase/set-up/installation of programs.

- Responsible for New phone purchases/set-up.
- Front line support at all YMCA Facilities for computers/POS.
- Provide ActiveNet Support, enhancing usability for both staff and users.
- Working with Asurtec to manage repairs and other suppliers as needed for key projects.
- Coordinate phone line/internet service repairs, especially for remote sites; working with Bell, Alliance Security Systems.
- Complete and maintain IT inventory tracking and license renewals.

Work Environment:

- Primarily based out of the Cobourg Y Branch at 339 Elgin Street, Cobourg
- Flexible work with the option to work from home periodically, as well as work out of other locations in Campbellford and Brighton
- Presence required at specified events

Competencies:

- Graphic Design
- Relationship Building and Partnering
- Problem Solving with a Results Focus
- Teamwork and Collaboration
- Effective Interpersonal Communications
- People Management

Qualifications:

- 2 Year Post-Secondary Degree/Diploma in Marketing & Communications/Graphic Design/Information Technology or related fields;
- 5 years' experience in a combination of Marketing and IT roles preferred;
- Excellent interpersonal communication skills, both written and verbal;
- Excellent organizational and time management skills;
- Experienced in both Canva Design and Adobe Creative Suite, including creating print, digital and video media assets with a strong portfolio preferred;
- Digital photography and photographic editing skills considered an asset;
- Certified in Standard First Aid and CPR;
- Proficient with Wordpress or related Web CRM Tools;
- Proficient with Microsoft Office;
- Database Management with ActiveNet and Donor Perfect experience an asset
- Computer and Mobile Device skills and knowledge for problem solving/troubleshooting
- Previous YMCA Experience is an asset
- Google IT Professional Support certified
- Current Police Records Check with Vulnerable sector
- Valid Driver's License with Use of Own Vehicle

Why Work for the YMCA?:

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At YMCA Northumberland, in addition to the wage compensation, we offer a complimentary family membership, a comprehensive benefits program including extended health and a competitive and robust pension program.

YMCA Employees enjoy a vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education.

Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.

Organizational Overview:

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Health, Responsibility, Honesty, Caring, Inclusiveness and Respect, as well as a commitment to building developmental assets in children and adults.

Our approach to personal balance and flexibility supports employees to devote time to personal matters. At times, the organizational business needs that arise will require employees to work beyond their normal work schedule to fulfill accountabilities required in relation to their job specific function. Together with our employees, the YMCA will work towards maintaining balance and fairness.

Internal Applicants:

YMCA Northumberland encourages employees within the Association to submit their application. Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application.

Accessibility:

YMCA Northumberland is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the Accessibility for Ontarians with Disabilities Acts (AODA) and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

YMCA Northumberland is an equal opportunity employer.

Apply Now:

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify position requirements by 5:00 p.m. on Wednesday July 9th, 2025 to the attention of:

Kathryn Harrison
Director, Marketing and Philanthropy
kathryn.harrison@nrt.ymca.ca

We thank all applicants, however, only those considered for an interview will be contacted.