

# **JOB OPPORTUNITY: Marketing and Communications Coordinator 2026**

## **Marketing and Communications Coordinator**

**Part-time with flexibility to increase hours during festival season (Sept - Dec) after probationary period**

## **Working with Reel Asian**

The Toronto Reel Asian International Film Festival has been a registered charity and annual festival in November celebrating and nurturing filmmakers and their work from the Asian Diaspora in Canada for over 29 years.

Our small but growing team is fuelled by our passion for cinema and community. As we grow, we are looking for a new team member who enjoys team work and learning new skills. This position is for you if you are passionate about community-building and storytelling with modern tools. The successful candidate is self-motivated and detail-oriented with strong written and verbal communication skills.

This role is a great opportunity for someone who is looking to gain exposure, experience, and skills in all areas of marketing and communications including public relations, social media, graphic design, arts administration, content creation, CMS management, copywriting, and cultural programming.

## **Job Description**

This role supports the marketing team, working directly with the director of creative marketing and communications and marketing and communications manager on year-round activities and the major annual campaign for the upcoming Toronto Reel Asian International Film Festival in November.

The marketing and communications coordinator will gain a better understanding of how non-profit organizations run large-scale events, while gaining a broader perspective on the mandates and functions of other community organizations and corporate partners.

Systems that this role will be interacting with: Adobe suite, Mailchimp, Canva, G suite, Wordpress, Google Analytics, Instagram, Facebook, Twitter, LinkedIn, and Monday.com. Prior experience is a strong asset.

## **Responsibilities**

The social media coordinator is a crucial member of the marketing team and the organization as a whole. Primary responsibilities will include, but are not limited to:

- Media monitoring and tracking
- Tracking Google Analytics data, social media data
- Updating excel spreadsheets for invite lists, outreach contacts, and partners
- Creating and sending e-newsletters
- Content creation including graphics and video
- Social media posting
- CMS and website updates using Wordpress
- Copywriting
- Represent Reel Asian at events and help with setup and teardown when needed

**About the ideal candidate:**

- Strong written and verbal communication skills
- Experienced with Canva, Adobe suite, G suite, Wordpress, Mailchimp, Instagram, Facebook, Twitter, Google analytics
- Comfortable with managing deadlines and expectations
- High level of comfort and interest in learning new systems and softwares if required
- Passion and knowledge for nonprofit sector/cultural sector/diversity and equity

**HOW TO APPLY**

The social media coordinator role pays \$21/hour and is a part-time role (3 days a week) that is a hybrid of remote and in-person work on Tuesdays and Wednesdays at our downtown Toronto office. Hours to increase to 5 days a week during festival season (Sept - Dec) after probationary period. Some weekends and evenings are required. Please submit your resume and statement of interest to [jobs@reelasian.com](mailto:jobs@reelasian.com) with “2026 Marketing and Communications Coordinator” in the title by May 7, 2026 11:59PM ET. All applications will be reviewed but only those selected for interviews will be contacted.

We thank all applicants for their interest; however only those selected for an interview will be contacted. At Reel Asian, we are committed to building and fostering an environment where our employees feel included, valued, and heard. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

**QUESTIONS?**

For more information about Reel Asian, visit [www.reelasian.com](http://www.reelasian.com)