



**Position Title: Digital Marketing Assistant**

**Company: Windfields Mechanical Group Inc.**

**Location: Remote**

**Job Type: Part-Time (4–8 months, with possibility of extension)**

**Hours: Minimum 15 hours per week**

**Pay: CAD \$15.00 – \$18.00 per hour, based on experience**

**Website: [www.windfieldsmechanical.ca](http://www.windfieldsmechanical.ca)**

### **About Windfields Mechanical Group Inc.**

Windfields Mechanical Group Inc. is a Canadian air cleaning and ventilation services company specializing in ventilation systems, clean-air solutions, and mechanical installations across commercial, industrial, and residential sectors.

We are seeking a Part-Time Digital Marketing Assistant to support our marketing and communications initiatives for a 4–8 month fixed-term contract, with the possibility of extension based on performance and business needs. This role is open to early-career professionals, freelancers, and students, including those enrolled in co-op or internship programs, who are looking to gain practical experience while contributing to real-world projects.

### **Key Responsibilities**

Reporting to management, the Digital Marketing Assistant will support:

- Creating and distributing email newsletters and marketing campaigns
- Designing digital graphics and branded marketing materials
- Assisting with short-form marketing video creation and editing
- Planning, scheduling, and publishing social media content
- Supporting website updates, blogs, and marketing copy (WordPress)
- Assisting with basic SEO initiatives and content optimization
- Supporting Google Ads and social media advertising campaigns
- Tracking basic marketing performance metrics and preparing reports
- Maintaining CRM and marketing-related records
- Assisting with additional marketing and creative initiatives as required

## **Qualifications & Skills**

- 0–2 years of experience in digital marketing, communications, or creative roles
- Students enrolled in co-op, internship, or work-integrated learning programs are welcome to apply
- Familiarity with Canva, Adobe Creative Suite, or similar design tools
- Basic understanding of social media platforms, email marketing, and SEO
- Strong written and verbal communication skills in English
- Ability to work independently in a remote environment and meet deadlines
- Interest in construction, engineering, or B2B industries is considered an asset
- Must be legally eligible to work in Canada

## **Why Work With Us**

- Flexible, remote part-time schedule
- Paid opportunity with hourly compensation
- Gain hands-on experience in B2B and technical marketing
- Exposure to the Canadian air cleaning and ventilation industry
- Supportive, professional, and collaborative work environment
- Opportunity to build a portfolio with real client and industry work

## **How to Apply**

Interested candidates are invited to submit:

- Resume / CV
- Portfolio or samples of marketing or creative work (if available)
- Brief cover letter outlining availability and interest in the role

 **To Apply: Email resume to [operations@windfieldsmechanical.ca](mailto:operations@windfieldsmechanical.ca) with subject: “Digital Marketing Specialist – Windfields Mechanical”**