POSITION AVAILABLE: Social Enterprise E-Commerce Coordinator

FBC Internship (18-29 yrs old) - Full-time, 8-week contract
Location REMOTE until further notice;
Office is in Mississauga, ON (Hurontario & Burnhamthorpe Rd. W – at Square One)
Start date August 2020 (flexible start date available)

First Book Canada is a national charitable organization and a social enterprise, transforming lives by improving access to educational opportunities. Kids without books often start school behind their more affluent peers and many never catch up. Their educational, social, emotional and economic prospects suffer. First Book Canada works to close this gap in keeping with the targets of SDG #4. The social enterprise e-commerce program was set up to ensure that children from low-income families do not only have access to older / backlist or used books; but, that they have access to the best, current / frontlist & popular books curated to align with cultural dialogue, diverse representation, Canadian curriculum priorities, such as S.T.E.M. and social and emotional learning objectives, such as empathy and conflict resolution.

The Social Enterprise E-commerce Coordinator will work with the First Book Canada team to maintain the sustainability of our organization through analyzing and enhancing our e-commerce program, which provides current, high-quality and diverse books and educational resources to children facing barriers to quality education. This will include:

- analyzing the annual uptake of the books available online and how this activity lines up with communication efforts to the network (working with the Marketing Coordinator and her analytics reporting)
- loading new content into the E-Commerce site
- producing Sales reports
- creating and updating organizational SOPs on E-Commerce management requirements in detail
- Skills required: demonstrated technical ability, Website management and Excel. Expertise in Magento and Salesforce will be of benefit, however training will be available.

Please note that start and finish dates are flexible. This is an 8-week contract. Please also note that this contract may be extended or converted into a full-time position at the sole discretion of FBC.

This is a paid internship. Salary will be commensurate with the Canada Summer Job program. First Book Canada intends to hire from priority groups, including youth who are in underrepresented groups.

To apply, please forward a cover letter and CV by to Heather Farquharson, Deputy Executive Director at hfarquharson@firstbook.org.

First Book Canada
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