
Job Title: Marketing Coordinator
Location: Head Office, Hamilton, Ontario, Canada
Reports To: Marketing Manager

At Dunsire, we don't just build homes — we build opportunity. As a leading developer with an active pipeline of purpose-built rental communities and new home construction across Southern Ontario, we offer our team the confidence of working with a company that's moving forward, not standing still. While others are slowing down, Dunsire is scaling up, with multiple low-rise, mid-rise, and rental projects underway — strengthened by our partnership with Drewlo Holdings, one of the region's most respected rental developers.

Our award-winning communities are a testament to the pride we take in quality, innovation, and bringing “wow” to every stage from design to delivery. We're passionate about creating not only outstanding homes but also an outstanding workplace, where top talent is inspired, supported, and given room to grow. At Dunsire, you're joining a team built on integrity, resilience, and long-term vision — a place where you can build your career with confidence, no matter what the market brings.

Role Overview:

We are looking for a highly organized and creative Marketing Coordinator to join our growing team. Reporting to the Marketing Manager, the Marketing Coordinator will support the execution of community marketing campaigns, digital and print collateral, social media content, event coordination, and administrative organization to ensure the smooth delivery of all marketing initiatives.

This is an excellent opportunity for a driven marketing professional with a strong design eye and solid technical skills to grow within the real estate development industry.

Key Responsibilities:

Campaign Support & Coordination

- Assist with the execution of marketing campaigns across print, digital, and social platforms
- Coordinate the delivery of marketing materials for sales centres, signage, presentations, and events
- Track campaign deliverables, timelines, and budgets using project management tools (Asana)
- Collaborate with internal teams and agency partners to meet project goals

Digital & Email Marketing

- Update and maintain community websites via WordPress
- Assist in the planning and deployment of email campaigns through platforms such as MailChimp or ActiveCampaign
- Ensure accuracy and alignment with brand guidelines across all online content

Design & Content Creation

- Design and proof marketing materials using Canva and Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- Support creation of social media content and coordinate approvals and scheduling
- Organize and maintain a library of brand and project assets

Event & Sales Centre Support

- Assist with planning and execution of broker and community events
- Coordinate logistics and materials for Sales Centre and Model Home openings

Dunsire Developments (Canada) Inc.
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- Support the setup and ongoing presentation of sales environments and branded materials
- Travel to sites and sales centres to support Marketing initiatives

Administrative & Reporting

- Maintain marketing documentation, contracts, and digital filing systems
- Support in gathering market research, analytics, and data reporting as requested
- Coordinate internal communication updates and weekly status reports
- Management of Marketing Material Inventory
- Gathering KPI Metrix weekly and providing to the Marketing Manager for reporting

Requirements:

- 2–3 years of marketing experience, ideally in real estate, construction, or a related industry
- Proficient in Canva, Adobe Creative Suite (Photoshop, InDesign, Illustrator), Microsoft Office
- Experience with WordPress, email marketing platforms (MailChimp, ActiveCampaign), and social media tools (Meta, Google, etc.)
- Graphic design experience would be an asset
- Strong organizational and time management skills, with the ability to manage multiple projects and deadlines
- Excellent attention to detail and ability to proofread
- A team player with a positive attitude and a willingness to learn
- Access to a vehicle and valid driver's license (occasional site travel required)

Why Join Dunsire?

- Come join a company that has been certified as a **Great Place to Work** by our amazing team!
- Recently certified as one of the **Best Workplaces in Real Estate & Construction!**
- **Flexibility:** Enjoy a hybrid work environment that supports work-life balance.
- **Growth Opportunities:** Be part of a growing organization with opportunities for professional advancement.
- **Impact:** Play a direct role in shaping communities across Southern Ontario.
- **Culture:** Join a collaborative and supportive team that values innovation and excellence.
- **Compensation:** A competitive salary, commensurate with experience and along with an RRSP program and benefits.

Proposed Salary Range: \$50,000-60,000 annually