

Posting #: NKF-2019-01

Position: MARKETING AND EVENTS INTERN

Status: FUNDED, CONTRACT (ONE-YEAR TERM)

Department/Service: NEO KIDS FOUNDATION

Site: RAMSEY LAKE HEALTH CENTRE

PURPOSE:

Reporting to the Manager, Marketing & Development of the NEO Kids Foundation (NKF), the Marketing and Events Intern is responsible for assisting in the coordination and execution of the NEO Kids Foundation marketing strategies and events.

REPORTING:

Under the general direction of the Manager, Marketing & Development of NKF.

DUTIES AND RESPONSIBILITIES:

- Assist in content development for NKF social media channels and website;
- Collect quantitative and qualitative data from multi-platform marketing campaigns;
- Assist with development and distribution of various marketing campaigns with multi-platform reach including traditional media and social media campaigns;
- Perform target market analysis and research;
- Assist with the planning and execution of events hosted by NKF and third-party events;
- Lead in the coordination of third-party events;
- Assist in the planning and execution of small regional outreach events;
- Lead the Rides for Ben's Friends initiative;
- Perform other duties as assigned.

QUALIFICATIONS:

EDUCATION AND TRAINING:

- Diploma/degree in public relations, communications, marketing, business administration or related field of study, or an equivalent combination of education and experience is required.

CRITERIA:

- University and college graduates who have graduated within the last three years from an accredited college or university;
- The candidate must be a graduate of a post-secondary degree or diploma program.
- The position will be a first full-time employment in the candidate's field of study.
- Have not previously worked in a funded position with Northern Ontario Heritage Fund Corporation (NOHFC).

JOB POSTING

KNOWLEDGE/SKILLS/ABILITIES:

- Excellent verbal and written communication skills;
- Knowledge of current marketing and social media trends with the ability to implement strategies over various platforms;
- Skills in graphic design, photography and videography;
- Proven strategic thinking and planning ability;
- Effective project management with the ability to manage multiple priority projects over varying timelines;
- Ability to operate with a high degree of professionalism and skilled at maintaining composure under pressure;
- Ability to lead by example and achieve the desired results by supporting others;
- Ability to outline and meet or exceed goals;
- Valid driver's license and daily access to a reliable vehicle;
- Bilingualism is a definite asset;

The successful candidate will be required to obtain a current Police Criminal Record Check.

WORKING CONDITIONS:

Standard work week of 37.5 hours, but evening, weekends, and overtime hours may be required.

SALARY: \$17.50 /hour

**NEO KIDS FOUNDATION THANKS ALL APPLICANTS.
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.**

APPLICATIONS SHOULD BE SUBMITTED VIA EMAIL TO:

NEOKIDSFOUNDATION@HSNSUDBURY.CA

NO LATER THAN January 18, 2019 at 4 PM.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:

