
Marketing and Communications Assistant Intern

CREATECH365 is seeking a Marketing and Communications Assistant Intern to support marketing, training, office and communications initiatives. The key responsibilities of the Marketing and Communications Assistant Intern position not limited to but also includes:

- Provide support to the Operations Manager/Director Marketing and Sales, Marketing and Sales Agent and Onboarding and Support Agent and other team members with additional projects as needed
- Design and production of advertising and promotional content for print and online
- Coordinate and assist in the production of online videos
- Prepare external communications material such as press releases, newsletters, training materials and other articles as required
- Demonstrated track-record of high achievement, leadership and self-motivation in any discipline (including non-work related activities)
- Proven leadership and ability to make appropriate independent decisions and implement as needed
- Ability to utilize the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to use Photoshop, Illustrator and other design programs
- Enjoys continuous learning and upgrading of skills
- Possesses the ability to learn new software applications quickly
- Experience in working with multiple stakeholders, clients, colleagues in a fast-paced business environment
- An aptitude for accurate, highly detailed, analytical skills
- Excellent communication skills, both written and oral
- Superior organizational skills
- Ability to work both independently and with the team
- Understanding of basic accounting considered an asset
- Ability to communicate in both English and French considered an asset

QUALIFICATIONS:

- The successful candidate will hold a degree or diploma in marketing, communications or related field and must meet the requirements of the Northern Ontario Heritage Fund internship program:
- University or college graduate who has 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.

Please submit resume to Employment Solutions, 4th Floor Station Tower, 421 Bay Street, Sault Ste. Marie, ON, or via email to employmentsolutionsjobs@saultcollege.ca, and quote job #5558. Only those selected for an interview will be contacted.

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