



DIGITAL MARKETING/GRAPHIC DESIGN

Intern – Communications Coordinator
Sudbury, ON

This is a great opportunity for a NEW GRADUATE to gain experience with a PAID INTERNSHIP! The Canadian Association of Science Centres is seeking an intern to work closely with the Office Manager to promote and highlight Canadian science centres and museums. Join our team and help inspire a creative and prosperous Canada through science and technology engagement.

We are a very busy office. This role will have ongoing competing demands for your time. As the Communications Coordinator, you'll spend most of your time on:

- Creating campaigns and graphics such as posters, reports and infographics
- Developing, implementing and managing our social media and digital communications strategy
- Daily social media postings on Facebook, Instagram, Twitter and LinkedIn
- Drafting content for a wide range of communication materials across multiple channels, including web copy, social media, promotional material, presentations, reports, stories and other digital content
- Updating and adding content to association website
- Assisting in preparation of newsletters and member communications
- Proofreading, updating, and fact-checking communication materials, ensuring a consistent brand voice in all external and internal communications
- Corresponding with staff, colleagues and stakeholders via phone and email

These are the qualities and skills you must have to successfully do this job:

- Stellar written and oral communication skills in English with the ability to read and understand French
- Self-starter with the ability to work independently and re-prioritize tasks
- Positive and outgoing team player with a desire to succeed
- Passion for design with an almost obsessive attention to detail and keen to share creative and innovative ideas
- Ability to work in a consultative and collaborative fashion with a willingness to learn and adjust to change
- Advanced computer skills, including graphic design, layout and image editing software such as Adobe Creative Suite: Photoshop, Illustrator, InDesign, etc.

- Knowledge of the principles of composition/storytelling both written and visual

Qualifications:

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, preferably in Marketing, Graphic Design, Journalism or Public Relations. Relevant College or University programs will also be considered. The position will be a first full-time employment in the candidate's field of study.

Application deadline: August 05, 2019

To apply, please email: info@casc-accs.com with **INTERN – COMMUNICATIONS COORDINATOR** as subject.

We encourage all qualified candidates to apply. We thank all applicants for their interest. Only those selected for an interview will be contacted.

CASC is an equal opportunity employer. We value diversity and are committed to an inclusive work environment. Selection decisions are solely based on job-related factors.

THIS OPPORTUNITY IS
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