



The Labour Market Group

Guiding partners to workforce solutions.

DIGITAL COMMUNICATIONS COORDINATOR – PAID INTERNSHIP

Job Description:

We are looking for a motivated, enthusiastic individual to fill a one-year Internship with the possibility of renewal within our organization. The candidate will fill an important and diverse role within our firm and will be responsible for such tasks as project management, traditional and digital marketing communications, social media maintenance, development of communications strategy, event planning, building and maintaining client and partner relations as well as assisting with the development of research reports and labour market studies. The Intern will be responsible for developing various projects as they pertain to the Board's operational mandate and will be assigned administrative duties as they relate to research, development and marketing.

Job Requirements:

- Ability to work independently as well as in a team environment;
- Strong organizational, interpersonal and communication (verbal and written) skills;
- Keen interest and ability to keep pace with evolving digital and social media trends;
- Strong computer skills including experience in Microsoft Suite, web platforms and Adobe Creative Suite (asset);
- Ability to take initiative and demonstrate creativity;
- Effective time management skills and ability to manage multiple projects;
- Ontario Driver's license considered an asset;
- Must have recently graduated from an accredited college or university within the last 3 years;
- First full-time employment in your field of study; and
- Legally entitled to work in Canada.

Please forward a copy of your application to:

Stacie Fiddler
Executive Director
The Labour Market Group
stacie@thelabourmarketgroup.ca
www.thelabourmarketgroup.ca

Deadline for applications expires: December 22, 2017 at 4:30 p.m.

Employment is contingent upon funding.