

NISA Foundation Summer Internship 2018



Marketing Administrator

Hourly rate: \$14.00

Hours per week: Up to 30 hours per week

Number of weeks: 8 weeks

Total hours: 240

Time frame: June 2018 – August 2018

As our Marketing Administrator, you will work closely with a carefully selected creative team to help manage and develop campaigns and events. Your primary focus will be on developing effective marketing strategies. To this end, you will assist in the creation and distribution of a wide range of marketing collateral, including but not limited to, print and digital ads, brochures, guides, and PowerPoint presentations. Your creativity is encouraged!

Eligibility Requirements:

Applicants must be

- between 15 and 30 years of age at the start of employment;
- registered as a full-time student during the preceding academic year;
- intending to return to school on a full-time basis during the next academic year;
- a student in a recognized secondary, post-secondary, vocational or technical program;
- a Canadian Citizens, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*
- legally entitled to work according to BC legislation and regulations

Experience:

Some experience in distribution of a wide range of marketing collateral, as well as administrative tasks. Excellent proficiency with Microsoft Word, Excel, PowerPoint. Experience in community engagement within Muslim and student communities is an asset!

Skills:

- Working knowledge in Adobe Photoshop, Adobe Illustrator, and Power Point
- Proficiency in MS Office Suite,
- Knowledge of communication principles, media, marketing techniques
- Must possess a high degree of professionalism and the ability to handle confidential information
- Excellent listening, verbal and written communication skills
- Proven organization, planning, and problem-solving skills
- The ability to work independently and as part of a team.

Closing date: June 15, 2018 at 11:59PM

Please email your cover letter and CV to info@nisahelpline.com with the subject heading "Graphic Designer Application".

While we thank all applicants, only those being considered for an interview will be contacted.