

Marketing & Events Intern

Employer:	Rotary Club of Sault Ste. Marie		
Posted:	13 months ago	Closing Date:	March 31, 2023
ES Job ID:	14009	Location:	Sault Ste. Marie
Sector(s):	Sales & Marketing	Duration:	Full Time , Temporary

Job Description:

Position: Marketing & Events Intern
Employer: Rotary Club of Sault Ste. Marie
Application Deadline: March 31, 2023
Position Start Date: April 25, 2023
Duration: Approximately 52 weeks @ 35 hours per week
Wage: \$19/hr
Type: Full-time, Contract

The Rotary Club of Sault Ste. Marie is hiring a Marketing & Events Intern to assist with promoting our fundraisers, projects, and membership throughout the year to our community. The successful candidate will work closely with Rotarians and fellow staff to maximize Rotary's impact.

Responsibilities:

- Support the Rotary Club's Public Relations committee
- Facilitate regular meetings
- Help complete goals by creating and executing marketing strategies
- Support the Rotary Club's Membership committee
- Facilitate regular meetings
- Help complete goals by creating and executing marketing strategies
- Organize and distribute monthly community e-newsletter
- Plan and create content
- Manage timely delivery
- Organize and distribute monthly internal Rotary Ambassador
- Plan and create content
- Manage timely delivery
- Assist with club's social media, creating and posting content
- Maintain social media calendar
- Create content for Facebook, Instagram, Twitter, YouTube, etc.
- Assist with marketing on an event-by-event basis, e.g:
 - ROTARYFEST, The Sault's Summer Festival
 - Rotary Charity Golf Classic
 - Bell Celebrity Skate
 - Rotary Santa Claus Parade
 - Take Your Pick Draw

Our regular working hours are Monday to Friday, 9am to 5pm. Throughout the year, some of our events will require work in the evenings and on weekends.



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The position will provide hands-on supervised training in the fields of Marketing and Events. The Rotary Club of Sault Ste. Marie runs over 10 annual projects of varying sizes and programs, which will provide rich and varied opportunities for the successful candidate to expand their knowledge and experience in regards to traditional marketing, copywriting, content creation, media relations, events work, volunteer management, operations, and more.

Required Skills:

The Candidate

We are looking for a creative individual with strong communication skills and a positive attitude.

Other beneficial attributes:

- Proficiency in Microsoft Word and Excel, or Google Docs and Sheets
- Experience with Adobe Photoshop or Canva
- Any knowledge of video creation (planning, shooting, editing)
- Post-secondary education with a focus in business, marketing, PR, or design an asset
- Most importantly, a willingness to learn

How to Apply:

To apply, please submit your current résumé and a cover letter to Nilah Moss at the Rotary Club of Sault Ste. Marie by email marketing@rotarysault.com.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:
<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>



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