



Big Brothers Big Sisters
of Calgary and Area

Communications and Marketing Assistant (Internship)

Full-Time (37.5 hrs per week)

Are you interested in gaining hands-on experience in your field of study while also making a 'BIG' difference in the lives of children and youth in your community?

Big Brothers Big Sisters of Calgary and Area (BBBS) is seeking a talented individual to take on the role of **Communications and Marketing Assistant for a full-time summer internship**. This individual will be an integral member of the team as we plan and execute our largest annual fundraising and awareness campaign, All-Stars For Kids.

If selected, you'll gain a broad range of experience working in the non-profit sector in the areas of **communications, marketing, public relations, and fundraising**. You will become knowledgeable in the non-profit industry, gain working experience in a professional setting, and will learn from and work alongside department leaders and other professionals.

We value our interns as contributing members of the BBBS team, and we make it our priority to ensure students receive a valuable learning experience that aligns with their career goals.

Primary Responsibilities:

- Contribute to the development and execution of communications and marketing strategies
- Develop a social media content calendar and manage day-to-day engagements with social media audiences
- Develop creative content for a variety of channels (web, email, social media, etc.)
- Assist with media relations activities (media events, paid advertising, media partnerships, earned media)
- Contribute to other Development activities as required (data management, brainstorming, donor communications, event support, etc.)

What We Require:

- **Must be returning to school on a full-time basis in the 2018/2019 academic year**
- Academic focus in Marketing, Communications, Journalism, Public Relations, Business, or related field
- Excellent writing skills
- Knowledgeable in a variety of social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Proficient in Microsoft Office Suite
- Organized and with a strong attention to detail
- Experience in graphic design and/or photography will be considered an asset

The position will be available for approximately 6 weeks between July and August 2018 (start and end date to be negotiated) with an hourly commitment of 37.5 hrs/week and an hourly pay rate of \$15.00.

If you think you have what it takes to make a 'BIG' difference, send a cover letter and resume to hr.calgary@bigbrothersbigsisters.ca.

We will be accepting applications until a suitable candidate is selected.

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

For more information on Big Brothers Big Sisters of Calgary and Area, visit www.bbbscalgary.ca.