



Marketing & Communications Intern Neighbour to Neighbour Centre, Hamilton, ON

Neighbour to Neighbour (N2N) is looking for an energetic Marketing & Communications intern to join our team working to lead our community to an improved quality of life. This position description outlines the responsibilities of the position.

N2N is a community hub providing diverse, essential programs and services to our community during COVID-19. Interns will have the opportunity to work with our staff, volunteers, and community partners from home.

POSITION DETAILS

NOTE: Position is dependent on confirmation of Service Canada, Canada Summer Jobs funding.

- Position term: 480 hours
- Employment dates: June 2020 – October 2020
- Schedule/hours of work: flexible, 20-30 hours weekly, to be determined between the supervisor and intern
- Wage rate per hour: \$14

ELIGIBILITY NOTES

This position is available pending funding through Service Canada, Canada Summer Jobs, which requires that all students:

- Can complete the full hours before end of term
- Are between 15 and 30 years of age;
- Are Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

RESPONSIBILITIES

Under the direction of the Director of Development, responsibilities will be to:

- Develop a comprehensive annual communications plan
- Create online content, such as social media posts and videos and develop email and phone communications to donors and community members

Additional responsibilities may also include:

- Collaborating with community partners
- Creating and updating resources and programs such as handouts and manuals
- Promoting our work by developing and sharing outreach materials through social media
- Other duties as required

QUALIFICATIONS

- Some experience with marketing and community development
- Strong communication and organizational skills
- Ability to work independently
- Strong problem solving and analytical skills
- Computer literacy in common office applications (e.g. Word, Excel, Powerpoint, Excel) and online communication platforms (zoom, Microsoft teams etc.)
- Excellent interpersonal skills
- Experience working with diverse communities (people of different ages, abilities, backgrounds, and incomes) in a sensitive manner

ASSETS (ideal but not required)

- Experience working with volunteers and community members in a leadership capacity
- Knowledge of, lived experience of, and/or commitment to issues of hunger, poverty, social justice

To apply for this position, please send your cover letter including the job title, description of interest in this position, and summary of skills as well as your resume via email to resumes@n2ncentre.com. Please put "**Marketing & Communications Intern Application**" in the subject header. No generic applications will be considered.

All applications must be received by Friday, June 5th, 2020.

Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted.

Employer's Message on COVID-19

Neighbour 2 Neighbour is providing essential services to our community during the COVID-19 pandemic. We adhere to all Provincial orders to protect the health and safety of staff, volunteers and participants/clients.