



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

- Position term: 270 hours/9 weeks
- Employment dates: May 17th, 2021 – July 16th, 2021
- Schedule/hours of work: 30 hours weekly
- Wage rate per hour: \$15

ELIGIBILITY NOTES

This position is available 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:

- Update N2N website as required (Wordpress)
- Create online content, such as social media posts and videos

Additional responsibilities may also include:

- Collaborating with community partners
- Creating and updating resources and programs such as handouts and manuals
- Other duties as required

QUALIFICATIONS

- Some experience with web development and marketing
- 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), Wordpress 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 rknickle@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, May 7th, 2021.

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.