



Marketing and Communications Summer Student

OPPORTUNITY

We are looking for a Marketing & Communications Summer Student to help develop and execute compelling marketing and communications initiatives that will bring our mandate to life for donors, supporters and Canadians at large.

As the ideal candidate, you have strong organization and project-management skills. You're a quick learner who is comfortable with technology and you can manage multiple tasks at once with ease. We are looking for someone who thrives in an ever-changing and fast-paced environment and will bring passion, positivity and a high-performance mentality to the role.

KEY RESPONSIBILITIES:

- Support the development of new administrative materials (letterhead, PowerPoint slide decks, information sheets)
- Support the development of fundraising toolkits, sponsorship decks, and various other collateral to support the March Across Canada (March 2023)
- Support the development of marketing and promotional material for the 2022 Annual Golf Tournament
- Support the development of marketing and promotional material for the 2022 Annual Tribute Dinner
- Assist with development of social media content (stories, graphics etc.)
- Assist with updating the website - managing day-to-day website content updates to ensure our site is up to date, and assisting with web reporting and analysis
- Assist with donor communications and outreach – bi-monthly e-newsletter, holiday direct mail, personalized monthly donor updates

SKILLS AND REQUIREMENTS:

- Good understanding of marketing and communications principles and best practices
- Strong communications skills and a solid writer with the ability to convey a compelling story
- Ability to work in a fast-paced, entrepreneurial culture and work independently to meet established goals and deadlines
- Highly organized with the ability to multi-task while having a keen attention to detail
- Adaptable and collaborative with strong relationship-building skills
- Design skills are a strong asset.

If you have a portfolio of previous marketing/communications work, we'd love to see it! Please include your portfolio in your application email, along with your cover letter and resume to hr@truepatriotlove.com.

TRUE PATRIOT LOVE FOUNDATION



This role is funded through the Canada Summer Jobs program and the successful candidate must meet the requirements as laid out below.

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Youth hired for a Canada Summer Job cannot displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees on vacation, employees on maternity or parental leave;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- International students are not eligible participants. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

ADDITIONAL INFORMATION

- A remote-first workplace with office space available in Toronto.
- Hours: 35 hours per week (flex)
- Pay: \$15.00 per hour
- Contract: 8 weeks (May 16 2022 to July 8 2022 – May fluctuate if start is delayed)