

**Scope of Project:**  
**2021 Summer Internship Position – Canada Summer Jobs**

**Position**

Marketing Communications Coordinator

**The Commitment:**

The Client (Big Brothers Big Sisters of Halton and Hamilton) intends to hire a Summer Internship Position through Canada Summer Jobs (Marketing Communications Coordinator). The client requires the Marketing Communications Coordinator position to be filled, at a minimum of eight weeks (280 hours), and a maximum of 11 weeks (385 hours), beginning mid-June 2021. The Marketing Communications Coordinator will fulfill 35 hours per week at an hourly rate of \$15.25 per hour. Hours can be flexed as the Marketing Communications Coordinator will be working remotely.

**The Role:**

The Marketing Communications Coordinator will report to the Manager of Communications. The client requires the Marketing Communications Coordinator to manage the collection and creation of video and graphic assets. The scope of the project is to perform research, schedule interviews, conduct interviews, edit videos, deliver completed video assets of interviews, deliver photo assets of interviewees and copywriting. At minimum 8 interviews are to be completed by two Marketing Communications Coordinators.

In addition to the above deliverables, extra design assets may be asked to be created on an as-needed basis.

**Eligibility Criteria:**

- Candidates must be between the ages of 18-30 as required through the Canada Summer Jobs Program
- Successful candidates must complete a Canadian Police Information Clearance and Vulnerable Sector Check

**How to Apply:**

If you fit the profile above and would benefit personally and professionally by contributing your experience and expertise to meet the mandate of BBBSHH, please forward your expression of interest, including a current CV to [Natalie.Michlewicz@bigbrothersbigsisters.ca](mailto:Natalie.Michlewicz@bigbrothersbigsisters.ca).

We thank all applicants for their interest. Only those candidates whose skills and experience best match the requirements of the position will be contacted.